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ABSTRACT

In 1999, the European Centre for the Development of Vocational Education (CEDEFOP) Work Programme conducted a broad spectrum of activities on the following three themes: monitoring competence and lifelong learning; monitoring developments in the European Union's member states; and serving European mobility and exchanges. In tackling those themes, CEDEFOP conducted work falling under the following three headings: (1) developing knowledge; (2) exchange and dialogue; and (3) keeping people informed. Included among the CEDEFOP projects and activities conducted in 1999 under these headings were the following: preparation of a reference publication on key qualifications and curriculum renewal of vocational education and training (VET); examination of learning in small and medium enterprises; collection of key data on vocational training and on financing VET; establishment of a European forum for exchange of information on serving European mobility; creation of scenarios and strategies for VET in Europe; and continuation of the Study Visits Programme, which gives VET specialists the opportunity to examine specific VET systems and arrangements in other countries. (Appended are the following: list of CEDEFOP publications in 1999; CEDEFOP's staff situation as of December 31, 1999; CEDEFOP's 1999 staff and financial allocations; and list of CEDEFOP's management board members.) (MN)

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CEDEFOP

European Centre for the Development of Vocational Training

Annual Report 1999

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CEDEFOP Annual Report 1999

approved at the meeting of the Management Board of 23-24 March 2000.

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A great deal of additional information on the European Union is available on the Internet. It can be accessed through the Europa server (http://europa.eu.int).

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Executive Summary

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The Cedefop Work Programme in 1999 took forward the three major themes in its medium-term priorities 1997-2000 as approved by the Management Board.

These themes were:

- **Monitoring competences and lifelong learning;**
- **Monitoring developments in the Member States;**
- **and Serving European mobility and exchanges.**

In tackling this spectrum of activities, work fell under three headings:

- Developing knowledge – this encompassed twelve Cedefop projects described below which examined how knowledge and expertise can be enhanced;
- Exchange and dialogue – which includes activities in promoting discussion between and among policy-makers, researchers and training practitioners;
- Keeping people informed – the task of ensuring that Cedefop's fulfils its role as a platform for information exchange and dissemination throughout Europe.

Executive Summary

Developing knowledge

Cedefop focussed on monitoring the development of the skills needs to provide a basis for life-long learning which would facilitate integration into the labour market and enable individuals to adapt to changing skill needs. In the project on ***key qualifications and curricular renewal of vocational education and training*** the major thrust of work centred on preparing a Cedefop reference publication "Key Qualifications" which is the outcome of work on accompanying European projects. It contains valuable input from leading European VET (vocational education and training) professionals. and the conclusions drawn by a European Colloqium on "Qualifications, Competences and Learning Environments in the Future".

In ***Learning in SMEs*** project work researched the changing skill needs of European SME' s arising from the new challenges brought by internationalisation of the economies. This study defines priority "keys to success" for international operations and identified the

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key competencies required. Similarly, in the project ***identification, assessment and recognition of non-formal learning*** recourse was made to a series of national studies on the methodological and institutional development at Member State and European level. Six national reports were concluded in the course of the year.

Monitoring developments in vocational education and training in the Member States reported on both general and specific developments in the Member States. Although work on ***the national descriptions of the vocational education and training systems in EU and EEA Member States*** did not accomplish its full agenda, descriptions of the systems in Sweden, Norway and France were published.

Observing innovation in vocational training in four focal areas resulted in publication of four summary reports on innovative practice in each of these areas and a series of recommendations for improving vocational education and training in these areas.

Key data on vocational training is an indispensable guiding instrument for decision-makers. In 1999 the project identified key questions and outlined coherent messages to increase understanding of the phenomenon of transition between education, training and working life. The results of the work have been published in the special edition of Key Data in the EU on the transition from school to work. On the question of ***financing vocational education and training*** and the responsibilities of governments, companies, individuals and the social partner in this, Cedefop published an additional seven national reports in the course of the year. This will also culminate in a comparative report on financing VET in the EU.

Under the working theme **serving European mobility and exchanges**, work ***on the transparency of qualifications*** focused on improving understanding and European cooperation in this area though setting up a European Forum for information exchange. The forum has drawn up an action plan of steps that could be taken at Member State and Community level. Rapid changes in the world economy brought about through internationalisation and the pace of development in information and communication technologies are placing new demands on the development of skills and competences. Mobility in increasingly being regarded as a learning process. The project work ***on the needs and problems of mobility in Europe*** has been carrying out innovative work in exploring how these learning processes operate.

In creating ***scenarios and strategies for vocational education and training in Europe*** this two-year project which encompasses six EU Member States and 5 accession states has been analysing alternative strategies for the development of VET systems and evaluating their implications for policy debates. The results of the first phase of work will be presented at a major European conference in January 2000.

In addition to this project work within the topic, Cedefop continued to maintain and expand two thematic networks. The ***network on trends in occupations and qualifications*** continued to analyse trends, examine innovative approaches and elaborate recommendations as input for policy development. The network published a major reference document "European trends in the development of occupations and qualifications". The ***TTnet – training of trainers*** network promotes information exchange, cooperation and research in issues pertaining to the training of trainers. In the year under review new national networks were set up in Austria and Luxembourg, now making for a total of ten national networks comprising some 300 specialised bodies involved in the training of trainers.

Exchange and dialogue

Cedefop has the important task of promoting discussion and debate on the whole spectrum of vocational education and training issues and the outcomes of its work. Under the Leonardo da Vinci Programme Cedefop manages on behalf of the European Commission ***the Study Visits Programme*** which gives VET specialists the opportunity to examine particular systems and arrangements in other countries. In 1999 658 participants made up 63 Study Visit groups in 21 different countries with partners from 25 countries.

Here in Thessaloniki the ***Agora Thessaloniki*** is a venue which in essence provides an interface between the world of VET research and policy. It allows constructive debate on topical issues outside the political arena and encompasses practitioners, trade unionists, employers and government officials. In the course of 1999 Agoras were held on informal learning, on human capital reporting and on training time in the working environment. In its support as ***a partner in policy development*** the highlight of the year

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Executive Summary

was publication of "*An age of Learning: vocational training policy at European level*". This reference work examines VET policy at European level, assesses its development and the policy areas covered. Major attention was also devoted to serving the social partners in policy development: a website tailored to their needs offers enhanced information exchange methods. Finally, within the area of support for research cooperation, major developments have been the progress on the second edition of the *"Research Report"*, initial work on the *Cedefop Research Arena* (*CEDRA*), as a knowledge-sharing instrument to promote VET research and continued support for coaching existing research networks.

Keeping people informed

Again in 1999 major efforts have been devoted to ensuring that Cedefop's products and services reach the desired target groups in the most efficient and effective manner. The Management Board had decided upon the broad lines of this new information and communication policy in the course of the year and there have been initial successes in its implementation.

In ***Publications (hard copy)***, the periodical, "European Training Journal", has changed from a thematic issue concept to a more general one. "Cedefop Info" and its thematic supplements were distributed free of charge to the VET community in three languages. The Annex I to this report contains a comprehensive list of all hard-copy publications which were produced in the course of 1999.

The Cedefop ***library and information service*** is now the major contributor to the electronic resources available in the Electronic Training Village. It introduced an on-line in-house reference centre for staff, maintains a large number of on-line databases and maintained production of documentary dossiers on specific themes. The ***Electronic Media Service*** continued design of the new 11 language Cedefop website, extended the services offered in the Electronic Training Village (ETV), and is continuing to explore means of standardisation of electronic resources (metadata) and of centralised access to decentralised resources (The EASE search engine).

The ***Cedefop Brussels Office*** continued to be a valuable link with Brussels-based institutions and organisations, it hosted a large number of Cedefop conferences and arranged presentations of Cedefop at Brussels-based events. The ***Public Relations*** service in Thessaloniki had overall responsibility for organising the inauguration of the new Cedefop building in November, it took care of organisational aspects of Cedefop's presence at exhibitions and fairs throughout Europe and liaised with press contacts. The ***terminology service***, ***translation service*** and the ***conference and interpreting service*** all provided essential infrastructural support for Cedefop's activities.

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General Developments

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1999 was in many respects an important and outstanding year for Cedefop. The Centre moved to its definitive new headquarters following a four-year period working in provisional premises at times under difficult circumstances. The move to "Europe Avenue 123" was organised in a good manner and by the end of July all staff had taken up work in the new premises which offer an excellent working environment for staff and conference facilities among the most technically advanced in Greece. Conference facilities were certified by the Joint Interpretation and Conference Service of the E.C.

The European Commissioner for Education and Culture, Ms Viviane Reding, attended the official inauguration on 22 November along with many high ranking European and Greek officials, including Greek Minister of Education, Mr Arsenis. Minister M. Papaioannou of Social Affairs. Ms. Reding officially opened the new building. Representatives of the social partners (Mr. F. Vesetznisch, President of the ETUC and Mr. de Vadder, on behalf of UNICE) and Ms. Sbarbati, on behalf of the European Parliament, made speeches.

General Developments

1999 was equally important for Cedefop in terms of the work it accomplished and the progress made in establishing itself as the EU reference centre on vocational education and training issues. At the end of 1999 a new Management Board was appointed. Mr. Oliver Lübke (Germany) was elected Chairman of the Board in March, replacing Mr. Jean Tagliaferri (Luxembourg) who in his capacity as chairman had guided the Centre for two years.

The Management Board discussed and approved a new set of operational guidelines and medium-term priorities for the period 2000 - 03 charting the course for Cedefop's activities in the coming period. In line with other agencies, a code of good administrative behaviour was adopted, ensuring the staff's optimum service to the European citizen. The Board also executed its statutory tasks of approving the Work Programme 2000, deciding on budgetary proposals and adopting the annual report on the previous year' s activities. In March a major exercise on the future staff policy was decided.

In work content one of the most notable achievements of the year was conclusions of the "Policy Report", a unique overview and analysis of policy trends at European and Member State level. The transparency

forum, set up formally in 1998, has also developed into a promising arena for making real progress in developing mechanisms to ensure the transnational legibility of documented skills and competences.

Cedefop continued to make strong efforts in the area of electronic media. The Cedefop website has been prepared in all 11 official languages of the European Community and will be launched in the first quarter of 2000. The Electronic Training Village has established itself as a major information source for electronic resources on vocational education and training and in the course of a year a number of new features were added.

Contacts with the European Commission, more particularly with Directorate General Education and Culture were frequent and constructive throughout the year. Cedefop joined the steering committee of the "Gateway to the European Learning Area", a major project facilitating access to electronic resources on education and training for the European citizen. The process of defining more generally the optimal cooperation between the Commission and Cedefop made good progress and will be finalized early 2000.

Together with the ETF, Cedefop got the opportunity to present its plans and challenges for the Employment and Social Affairs Committee of the newly elected European Parliament Contacts in the administrative sphere with the European Parliament have focused on the Committee on Budgets and the Committee on Budgetary Control. Cedefop was in a position to receive a supplementary budget for the positive reserve for the agencies to take forward its work in improving access to electronic resources.

Contacts with the other European agencies were also intense and the Director coordinated the common activities of the agency directors. Close cooperation in a total of 10 project areas continued with the European Training Foundation in Turin.

Similarly relations with the Greek authorities were fruitful. The new building was completed on time and well within the planned budgetary framework.

Shortly after the official opening of the new building, Greek Prime Minister, Mr Kostas Simitis with an entourage of other ministers paid a visit to Cedefop in its new location. In his speech the Prime Minister stressed the importance he attached to Cedefop as an agent for promoting vocational education and training in Greece and throughout Europe.

By the end of 1999 the staff had settled into the new surroundings and is now more than ever fit to meet the challenges Cedefop and vocational education and training will face in the coming years.

(It should be noted that the numbering of the projects in the following report corresponds to the numbers in the Work Programme 1999 with the exception of 6.5 to 6.8.)

1. PROMOTING COMPETENCES AND LIFELONG LEARNING

1.1 Key qualifications and curricular renewal

Project manager: Pekka Kämäräinen
(e-mail: pk@cedefop.eu.int)

In drawing conclusions for the development of European VET research, the Cedefop-led symposium on "Growth of knowledge in European VET programmes" at the European Conference on Educational Research (ECER 99) provided a unique example of self-assessment in European VET research

Activities during the year focussed on preparing a Cedefop reference publication on "Key qualifications". This is based on accompanying European projects, on cooperation with leading European VET researchers within the European Conference on Educational Research (ECER) and is also the result of the work of the new Cedefop event "European Colloquium" that focused in its first session on "Key qualifications".

The planning has been strongly influenced by the collaboration with the Cedefop project "Skills and Information society" and by initial planning for the Cedefop Research Arena. In the course of the year a new model was developed for linking hard copy and electronic publication. By the end of the year the work on the articles was launched on the basis of the new model. The plan for an interim publication and for a separate electronic publication has been revised on account of rapid developments in electronic publishing. Also the processing of the contracts has been delayed in order to adjust the concept.

In June 1999 a European Colloquium was organised on the theme **"Qualifications, Competences and Learning Environments for the Future"**. The colloquium discussed the main themes for inclusion in the reference publication and served as the opening event for collaborative authoring.

In August some of the main contents of the central sections of the reference publication were presented in the keynote lecture for the world conference of the International Vocational Education and Training As-

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sociation (IVETA) in Sydney. The contents of the publication were revised and the basic guidelines for authors were finalised. The contracts were prepared, the author information was disseminated and the electronic communication platform was set up in a virtual environment. The expert prepared four articles for the publication.

A more focused facilitation of new initiatives that could serve as follow-up measures for the reference publication was prepared. Work has been characterised by monitoring visits that have created links between Cedefop and different kinds of multiplier-effect projects related to the Leonardo de Vinci programme (AKALE Finland), to Socrates (project "Lifequal"), the Danish-led ADAPT, Euroframe project and COST A 11 project (Flexibility, mobility, transferability). This last helped in the preparation of the theme "VET professionals" for CEDRA.

In drawing conclusions for the development of European VET research, the Cedefop-led symposium on "Growth of knowledge in European VET programmes" at the European Conference on Educational Research (ECER 99) provided a unique example of self-assessment in European VET research. Within the event the scientific validity and political relevance of linked European projects (Post-16 strategies, Intequal, Europrof) was reflected by project co-ordinators and by external reviewers. Currently there are plans to develop a regular Cedefop-promoted event on the basis of this symposium within the programme of ECER.

1.2 Learning in SMEs

Project manager: Tina Bertzeletou
(e-mail: tb@cedefop.eu.int)

The research defined six top-priority "keys to success" in international operations ranging from "finding the right agent/distributor" to "producing at cost to match foreign competition".

Cedefop co-ordinated research on the changing skill needs of European SMEs arising from the challenges linked to the internationalisation of the markets.

The study was carried out in Austria, Greece, Ireland, Italy, Netherlands, Spain and the United Kingdom and seven national reports give a detailed account of the results, while a synthesis report, currently under content revision, presents an overall view of the findings with recommendations for a more efficient policy on human resource development in SMEs.

The study aimed to analyse both the demand and supply sides through the involvement of a representative sample of companies as well as training service providers.

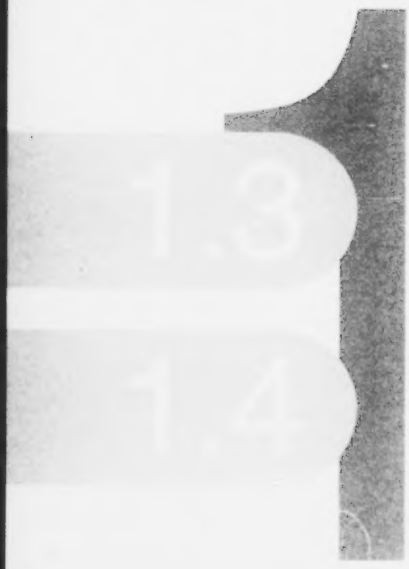
The research defined six top-priority "keys to success" in international operations ranging from "finding the right agent/distributor" to "producing at cost to match foreign competition" as well as another three of less importance, cross-related to specific firm competencies. Eight "key competencies" have been determined to play an important – albeit variable – role, ranging from foreign language skills through negotiation skills to IT-based capabilities.

Besides identifying competencies and qualifications of SMEs' entrepreneurs and employees, the study identified the ways in which these competencies may be best acquired. The results seriously challenge the current importance attributed to some training tools/techniques promoted under the term "new training technologies". Internationalisation-related competencies could be developed by revealing the preferences for practical results-oriented mechanisms such as "on-the job training", "exchange of experience" and "visiting trade fairs". Meanwhile, mechanisms such as distribution of written material, videos, CD-ROMS etc do not seem to be sufficiently trusted.

These results confirm the views of many small firms' representatives and should be taken into account by training-fund providers and training planners.

Small firms consider themselves as the most effective training organising agent (e.g. in Spain, Italy and Greece) where there is a positive disposition towards sector associations, which could promote programmes applicable to many small firms with similar activities. On the contrary, the responses obtained reveal in all seven countries a certain distrust towards the effectiveness of organisations such as Chambers, the national SMEs agencies, and the universities.

During 1999, the Centre participated in various meetings organised by the sector, the European Commission, especially DG Education/Training and DG Enterprise. It also established contacts with the Euro-



pean Foundation for the Improvement of Living and Working Conditions in Dublin.

The seven national reports were produced in English and a synthesis report (English) is to be published in the Panorama series.

1.3 Identification, assessment and recognition of non-formal learning

Project manager: Jens Bjørnavold
(e-mail: jb@cedefop.eu.int)

Preparation of a "European meeting point/network" in the area of non-formal learning started during October/November 1999. Following requests from Member States, the outline for such co-operation has been made.

1999 has been an "intermediary" year for this project. Some of the activities started during 1997 and 1998 are in the process of being concluded while new initiatives are in the process of being started.

1.3.1 Studies of methodological and institutional developments at Member State and European level

The work on the national reports started during 1998 has gradually been concluded during 1999. Reports from Greece, Spain, Netherlands, Finland, Austria and Italy have been/will be published in the Panorama series during the period December 1999-March 2000. The reports from Portugal and Italy will also be published in this series, but not until March due to the need for major changes. The reports from Ireland, Norway, Sweden, Denmark will be made available electronically through the ETV. Together with the 3 reports published in 1998, a total of 15 reports will have been published by early 2000 either in the Panorama series, electronically or both. The synthesis of the national reports has been produced "in-house" and a draft was concluded in late autumn 1999. Following editing and further quality check, the final synthesis report will be published February/March 2000. Compared to previous plans, the reporting on developments at Member State and European level has taken more time than originally planned, and is partly due to an underestimation of the task. An effort has been made to present the findings of the studies to a wider audience as early as possible. This has led to

the publication of various articles, the most important in a book edited by Dehnbostel/Markert and Novak (1999): *"Erfahrungslernen in beruflichen Bildung - Beiträge zu einem kontroversen Konzept"*. In addition to this, a contribution to the Cedefop Research Report 2000 has been produced.

1.3.2 Studies of the Leonardo de Vinci projects linked to assessment of non-formal learning

Following requests from the Commission and linked to the Cedefop project on "Observing Innovation" (R.Loos), a survey of the 1995-1997 projects in the Leonardo de Vinci programme was conducted. This tried to identify Leonardo de Vinci projects linked to this issue in order to present an overview and to establish a basis for a more detailed follow-up of single projects. This follow-up was conducted during June-September 1999 and contacts were made with 20 different projects. This survey provides important input to the synthesis report mentioned above. The material will also be presented as a separate publication in March 2000.

1.3.3 Preparations for studies of "Enterprise internal methodologies on assessment of non-formal learning"

Contact was established with the BMW/Rover-Group in late 1998. Following a dialogue during spring 1999, BMW/Rover agreed that their organisation could be used as a "case study", enabling us to get a better understanding of the problems linked to "measurement of competences". The intention, shared by BMW-Rover, was to compare their approach with practises from other enterprises/sectors. A call for tender was submitted early September and one German and one UK institute have been invited to conduct the research in close cooperation with Cedefop.

Networks and meetings: Preparation of a "European meeting point/network" in the area of non-formal learning was started during October/November 1999. Following requests from Member States, the outline for such co-operation has been drafted. The project was presented at the Autonomous University of Barcelona in February 1999, following the publication of the European Journal on Vocational Training No 12 where two articles on the topic were presented (late 1998). The project was also presented in Oslo at a conference arranged by the Norwegian Leonardo de Vinci co-ordination unit (by Helge Halvorsen) and a seminar in Stockholm arranged by the Swedish Trade Union TCO (by Sten Pettersson).

1.4 Lifelong Learning

Project co-ordinator: Martina Ní Cheallaigh
(e-mail: mnch@cedefop.eu.int)

The updating of the apprenticeship reports was timed to coincide with the Finnish Presidency which chose work-linked training as one of its priorities. The texts from the Member States were updated in the library of the ETV, and a report from Norway was added for the first time.

1999 was a transition year for the project manager who transferred from the library to this new activity in the area of lifelong learning (LLL). Work focused on co-operation with the library and documentation service, in order to integrate new staff and to concentrate on analysing and processing secondary sources already available in the library and to develop a comprehensive description of the literature available on LLL. Selection of material for a bibliography on LLL was completed. Following the implementation of a selective dissemination of information (SDI) function in the library software, it was decided to incorporate the bibliography into the library catalogue so that it can be automatically updated, anytime new data is added to the bibliographical database by the library. It is being tested on Intranet and will be transferred to the ETV, as part of a reporting system on LLL.

The updating of the apprenticeship reports was timed to coincide with the Finnish Presidency, which chose work-linked training as one of its priorities. The texts from the Member States were updated in the library of the ETV, and a report from Norway was added for the first time. This material was used to provide a discussion paper on the "Promotion of apprenticeship and other forms of work-related training in Member States" for the meeting of Directors-General for Vocational Training, 27 and 28 September, Rovaniemi, Finland.
http://www.trainingvillage.gr/etv/library/apprenticeship/annex_en.asp).

A contribution for the 2nd European Research Report was prepared on *Lifelong learning: how the paradigm*

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Projects and activity reports

has changed in the 90s. It documents EU research projects in the field, developing strategies to promote a culture of LLL, and points out gaps in current research and where further policy initiatives are needed.

Co-operation with EURYDICE continued on the new electronic edition of "Structures of Education and Training", which this time has a chapter on adult education and training. National contributions from Austria, Sweden, Finland, The Netherlands and Spain were revised and are to be put on the EURYDICE web site (www.eurydice.org).

Contact was established with colleagues working on LLL, both at European and national level. Written contributions were prepared for three events:

- Contribution to the International Forum on Continuing Training, 4-5 March, Madrid, entitled: "The repercussion of continuing training on professional promotion in the company";

- Lecture on "The role of the enterprise in lifelong training: European trends", at the Summer School, "Quality and Innovation in Continuing Training", El Estorial, 20-21 July, which was organised by FORCEM and the Universidad Complutense, Madrid);

- An intervention on "Concepts of Lifelong Learning in the EU" at the conference, Ageing and Work, organised by the Federal Ministry for Education and Research, Berlin 29-30 November.

2. PROJECTS MONITORING DEVELOPMENTS IN THE MEMBER STATES

2.1 Descriptions of the vocational education and training systems in EU and EEA member states

Project team: Michael Adams, Reinhard Nöbauer (e-mail: jma@cedefop.be, rn@cedefop.eu.int)

Monographs on three countries were published in their original language version (Sweden and Norway in English, France in French). Additional language versions of these and Austria are at an advanced stage of the publication process.

Although work progressed on the various elements foreseen in the work programme, the results in terms of published monographs have been disappointing. The processes of finalising texts with author institutions, ensuring that views expressed by Cedefop and other partners were incorporated, consulting again with authors following receipt of the proofs from the graphic artist, and translation have all taken longer than originally envisaged. This has been exacerbated by the involvement of the project team members in other activities. Accordingly, the number of completed published versions available at the end of the year was less than planned.

Monographs on three countries were published in their original language version (Sweden and Norway in English, France in French). Additional language versions of these and Austria are at an advanced stage of the publication process. Also at an advanced stage are the original language versions of the United Kingdom, Iceland, Spain, Portugal, Italy, Luxembourg, Denmark, and the Netherlands. The monographs on Germany, Ireland and Greece have all been the subject of further revision during the year, but have now been sent for translation and are almost ready to send to the graphic designer. In December the author of the Belgian monograph presented a revised final version.

Short descriptions of the VET system in Germany and Finland were prepared in connection with the EU presidencies of these countries, sent to the meetings of the Directors General for Vocational Training (see also project 6.3), translated and placed in the Elec-

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tronic Training Village (Window on VET systems). A similar note on Portugal has been prepared and is in translation. Draft summaries relating to Italy and Spain have been delivered by authors and are now being edited in Cedefop, while small contracts for the delivery of such notes on France, Sweden and Norway have been prepared.

2.2 Observing innovation in vocational training

Project manager: Roland Loos
(e-mail: rlo@cedefop.eu.int)

The summary report on vocational training and innovative practice in environment-related areas compares current approaches in 13 Member States and contains case studies of innovative practices.

The project aims to identify and analyse innovative VET practices in selected areas. The current Member States approaches and the outcomes of certain projects in the Leonardo de Vinci Programme make up the four focal areas under investigation on account of their innovation potential. These were:

(1) new methods for analysing trends in qualification needs,

(2) vocational training and innovative practices relating to the environment,

(3) news forms of recognising qualifications

(4) initiatives to integrate the long-term unemployed/ lower-skilled young people.

In the area of new technologies to support training a document was drafted containing recommendations for improving vocational training. On the basis of the available results practice-oriented recommendations are being drafted as an aid for political decision makers in the EU, the Member States and the regions in order to help adapt vocational training to the new challenges it faces and to facilitate implementing innovative practices in vocational training.

A number of colleagues participated in the analyses of the selected areas for which they were responsible according to the allocation of work in the 1999 Work Programme.

A two-day workshop of international experts was organised at the beginning of the year. Concepts, aims and methodologies were presented and questions relating to the analysis of innovation in vocational training were discussed. Analysis of the selected areas followed the methodology drafted during the previous year, which was supplemented by input from the workshop. Analysis consisted of researching relevant Cedefop material, Internet searches, telephone interviews and the results of small expert studies commissioned by Cedefop in a number of Member States.

The summary report on vocational training and innovative practice in environment-related areas compares current approaches in 13 Member States and contains case studies of innovative practices. The summary report on initiatives to integrate (long-term) unemployed/lower skilled young people examines seven Member States using the same methodology.

The summary reports will be published shortly. Summary reports on: (a) New methods for analysing trends in qualification needs, (b) Vocational training and innovative practices relating to the environment, (c) News forms for recognising qualifications, initiatives to integrate the long-term unemployed/ lower-skilled young people will be completed by February 2000. Documents containing recommendations for improving vocational training in these areas will also be available at this time for publication.

The original work schedule has largely been adhered to. Work could not be completed on the planned summary report on technology-supported learning.

The results of the research reports on three selected areas: New methods for analysing trends in qualification needs, vocational training and innovative practices relating to the environment, initiatives to integrate the long-term unemployed/ lower-skilled young people will be presented to European and national decision-makers at a conference in March 2000.

2.3 Key data on vocational training

Project manager: Pascaline Descy
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The publication "Key Data on VET in the EU – Special Education: transition between education/training and working life" will be published in April-May

2000. As the previous editions it has been prepared in close collaboration between DG Education and Culture, Eurostat and Cedefop.

The project aims to identify key questions and outline coherent messages to improve understanding of the phenomena of transition between education and training and working life. Its also attempts to develop methodological proposals for the CVTS2, especially on questions related to the effectiveness of in-company continuing training and to consider, in collaboration with Eurostat, the possibility of developing opinion surveys on vocational training ("Indicateurs mobilisateurs").

The publication "Key Data on VET in the EU – Special Education: transition between education/training and working life will be published in April-May 2000. As the previous editions it has been prepared in close collaboration between DG Education and Culture, Eurostat and Cedefop. A chapter on Central and East European countries has been prepared by ETF. A steering group composed of renowned experts in the field accompanied the preparation process.

An article on the 2nd issue of the Key data (training for young people) was prepared for Cedefop Info. Key messages for each EU + EEA country regarding VET for young people is available on the ETV (in FR since June, in EN before end December).

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The following can be reported concerning the development of methodological proposals for the CVTS2, especially on questions related to the effectiveness of in-company continuing training. On the basis of a report on the evaluation of effectiveness of in-company training (part of 1998 Work Programme), it appeared premature to work on a dedicated survey. The steering group composed of experts in the field rather concluded that the CVTS2 should be used to gather data on how companies themselves evaluate the result of the training. The group also concluded that investigation should continue of how to better use EU sources to produce new indicators of VET (especially geared at effectiveness). A set of questions on the evaluation of the results of training within firms was prepared, presented in CVTS2 working parties and included in the survey (to be launched in 2000). A report containing a selection of indicators from the European Community Household Panel (some dealing with the perceived effect of training) and methodological proposal was published in English in the ETV by end December.

With regard to work, in collaboration with Eurostat, on the possibility of developing opinion surveys on vocational training ("Indicateurs mobilisateurs") the following activities have been completed. The feasibility study was conducted and its results will be published in English on the ETV (January 2000). Considering the results of the study and the ways forward it suggests for the development of opinion indicators, it is too early to call for a meeting of the national statistical offices. The further, more appropriate, steps will be to consider the inclusion of a set of questions in the Eurobarometer and to use the indicators suggested to formulate amendments in the current European Community Household Panel and proposals for a future Eurostat panel survey (for after 2003). Other outcomes included publication and dissemination of the Manual of Fields of Training in EN, FR, DE (also available in the ETV). This manual will be integrated in the forthcoming UNESCO/OECD/Eurostat Manual on Fields of Education and Training, which will accompany the 97 ISCED classification. Transition from the education system to working life – Exploitation of national data: publication in French and English in the Panorama series (also available in the ETV); Lifelong vocational guidance: publication of English and German versions (also available in the ETV).

2.4 Financing vocational education and training

Project co-ordinators: Sarah Elson-Rogers, Sven-Age Westphalen
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During 1999, portraits were published for Austria (original language), Germany (original language), the Netherlands (English), Finland (English), UK (original language), France (English), Denmark (English). In addition to the individual portraits, preliminary work on a comparative report on financing VET within the EU was launched in 1999.

The financing team has undertaken a substantial amount of work in 1999 according to the objectives outlined within the work programme. The outcomes of the work focus on the themes indicated below.

2.4.1 To produce systematic information on the funding of individual vocational education and training systems within the EU.

The aim of this project is to produce reports for all 15 EU Member States which combine a qualitative description of the flow of funding through the VET structures, identifying the funding sources and allocation mechanisms, with quantitative data on expenditure for different training types. The reports are structured according to initial vocational training, continuing vocational training and training for the unemployed.

During 1999, portraits were published for Austria (original language), Germany (original language), the Netherlands (English), Finland (English), UK (original language), France (English), Denmark (English). These complemented those published in 1998: Denmark (Danish) and France (French). While publication of many of the portraits has been delayed due to problems of data collection, many more have been completed in 1999 for publication at the beginning of 2000, including Spain, Sweden, Austria – all in English – Finland (French), Germany (English) and the Netherlands (Dutch). Work will continue on the remaining portraits for Belgium, Greece, Ireland, Italy, Luxembourg and Portugal during 2000.

In addition to the individual portraits, preliminary work on a comparative report on financing VET within the EU was launched in 1999. Part of this work has already contributed both to the Policy and Research Reports to be published in 2000. Work on the comparative report will continue in 2000.

2.4.2 To promote discussion and research on specific financing policies and practices

The aim of this work is to identify certain areas of financing VET that are of particular interest, or new aspects of financing which should be explored. The objective of the reports is to discuss these issues in a balanced way as well as to provide case study examples of their implementation.

Work in 1999 focused on three areas of discussion. First, the increasing use of demand-side financing mechanisms with a specific focus on vouchers. Second, the changing structure of public management structures for publicly funded vocational training. Third, the different policies used to support continuing training in small and medium-sized enterprises.

2.4 2

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All three reports are close to completion and will be published in early 2000.

2.4.3 To further work on the benefits of training for enterprises including work on reporting on human capital

While we have not undertaken specific projects during 1999 on these topics, work has continued through participating in a Eurostat working group to design the second *continuing vocational training survey*, as well as contributing to a DG EAC group to discuss the challenges posed by Objective 5 of the White Paper *Teaching and Learning: towards a learning society as* well as participating in an OECD workshop on human capital accounting. Further discussion also took place within Cedefop's Agora project as one of the sessions was devoted to the issue of human capital reporting.

2.4.4 To foster links with other organisations and encourage debate on certain funding issues

This is an area that has been greatly enhanced during 1999 through opening a *listserver* within the Electronic Training Village dedicated to financing issues within training as well as establishing a resource centre on human capital reporting. Membership has continued to grow during 1999 and has opened many opportunities to communicate with a larger audience on a worldwide scale. The success of the *listserver* during 1999 has created a solid base to expand our presence within the Electronic Training Village and offer more information and services for 2000 and the future.

Through cooperation with the European Training Foundation (ETF) at a number of conferences during 1999, communication with the PHARE countries has also increased. This is likely to continue during 2000. More generally, we have been invited to various conferences this year to deliver speeches and hold workshops on VET financing in the EU. This has served to raise the profile of our work and Cedefop.

Work has also been started within Cedefop on a joint project with the International Labour Organisation and ETF on the role of Social Partners within training systems from various countries across the world. A joint publication is expected for 2000.

3. PROJECTS SERVING EUROPEAN MOBILITY AND EXCHANGES

3.1 Transparency of qualifications

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The work of the European Forum started with elaboration of the legal and political basis for actions in the field (February), continued with considerations over the Leonardo de Vinci Programme (June) and was concluded through extensive presentations and discussions on possible solutions to the problems identified (September).

During 1999 the European Forum on Transparency of Vocational Qualifications was established and made operational according to the decision taken by the Cedefop Management Board in November 1998. Four meetings have been organised in close cooperation between Cedefop and the European Commission. In order to prepare and follow up the meetings of the Forum a Technical Group was set up. The group has met eight times during 1999, four of them in connection with the meetings of the European Forum.

The work of the European Forum started with elaboration of the legal and political basis for actions in the field (February), continued with considerations over the Leonardo de Vinci Programme (June) and was concluded through extensive presentations and discussions on possible solutions to the problems identified (September). This established the basis for an Action Plan where a list of actual steps to be taken at Member State and Community level was developed (September). This Action Plan, covering proposals on certificate supplements and on a network of national reference centres able to support individuals, employers and others with information on national VET systems, was then discussed in the Members States and by the Social Partners and feedback presented to the fourth European Forum in December.

The European Forum unanimously has decided to **propose** the following actions to be taken at Member State and European level:

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- National certificates should be translated into several Community languages;

- A certificate supplement in several Community languages should be produced in order to present additional information on the competencies held by individuals. This supplement should build on a common framework;

- Information on national educational systems, providing more detail than what is possible to do in certificates and supplements, should be available on the Internet in several languages;

- A network of national reference centres specialised in vocational qualifications should be established in order to simplify access to information in this area. No new institutions should be established. Existing centres (NARIC, EURES, the National Resource Centres for Guidance -NRCG- etc) should be strengthened (if chosen as national reference Centre) in order to be able to fulfil this function. It should be up to each Member State to decide which institution to designate as national reference centre. The national centres should be connected through a network to make it easier to exchange and find information and add European value and dimension to their work;

- Support for translations and terminology should be established at European level (through Cedefop and/or the Commission);

- The different elements should be presented within one single framework (one "logo") in order to make it as easy as possible for individuals and employers to find necessary information. Copyrights questions would then have to be addressed as well.

The European Forum has proved to be a very valuable and efficient instrument. Members have appreciated the possibility to work towards practical solutions within a comprehensive context.

Three studies facing the relation between mobility and prerequisites for mobility in the Health, Chemistry and Tourism sectors respectively have been launched and interim reports from the contractors have been delivered in September and final reports produced. The report on the Leonardo de Vinci approach to transparency, prepared for the second meeting of the European Forum on Transparency, has been completed by a more in depth analyses of a sample of projects.

A questionnaire was sent to project co-ordinators and an analysis of their answers have been made. A final report will be available at the beginning of 2000.

3.2 Needs and problems of mobility in Europe

Project manager: Norbert Wollschläger, Søren Kristensen
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A research project based on a cohort study has started to analyse the whole process of learning abroad. A Glass Tower was erected in the Electronic Training Village giving external experts and specialists the opportunity to follow the various phases of the project and to take an active part.

New challenges arising from the international division of labour, the increasing proportion of the service industries in the GNP's of developed countries and the rapid development and use of information and communication technologies require competences which can be termed "international qualifications" and which have the character of qualifications for the future. These include excellent specialist knowledge, foreign language abilities, flexibility, adaptability, self-confidence, intercultural skills and knowledge of latest information and communication technologies.

Mobility as a learning process was one of the main topics of the Leonardo de Vinci I Programme where some 150 000 young people took part in exchange programmes. They spent several weeks or months abroad living in a different social and cultural context where they have learned or worked. The benefits of this have been high. It has improved foreign language skills, increased self-confidence, flexibility and adaptability and enabled young people to give their work a more international context. Research today, however, has done little to explore how these learning processes operate.

A research project based on a cohort study has started to analyse the whole process of learning abroad. A group of British, German and Austrian research institutes were asked to accompany this unusual mobility project where young people spend nine months of their training time abroad. This focuses not only on foreign language learning and getting to know other cultures but also on the use and suitability of the quali-

fications and skills acquired abroad and on how these can be identified and measured more adequately. To guarantee high transparency of the overall project, a Glass Tower was erected in the Electronic Training Village giving external experts and specialists the opportunity to follow the various phases of the project and to take an active part.

Other activities during 1999 also made wide use of the Electronic Training Village in order to make the outcomes available to as wide as circle as possible but also to provide help in organising exchange programmes and providing useful tips. An Internet-based network for transnational placement is in the process of being set up. A signposting system providing direction to useful and relevant information on the web is also in the process of completion. This project also incorporates work done so far by the German-French Youth Network within the TransNet project. Work has also commenced on a "Test Yourself" facility on the website, giving the individual the opportunity to evaluate his or her international employability. This evaluation tool was created with the help of a prominent executive manpower consultant and is aimed at apprentices, trainers and managers. The electronic opinion poll has also been a valuable tool throughout the year. 94% answered with "Yes" the question as to whether training courses should also include a placement period abroad. Over one hundred, often detailed, comments were sent electronically in response to the question.

Cedefop also participated in organising a mobility workshop in a conference on the European dimension of vocational training during the German Presidency. Assistance was given to the Commission in drafting a multilingual brochure to promote mobility.

A number of articles on mobility were drafted for various journals. These activities have been instrumental in creating a sound basis for expanding the mobility forum, a European platform for research information and debate on mobility as a learning process.

3.3 Scenarios and strategies for vocational education and training in Europe

Project team: Burkart Sellin, Manfred Tessaring (e-mail: bs@cedefop.eu.int, mt@cedefop.eu.int)

After preparatory work the research tools and methods, in particular the questionnaire have been developed and discussed and adopted at a workshop in Amsterdam (February 1999). By the end of 1999, national reports and the comprehensive report for all participating countries were elaborated.

The aim of this project, which included 6 EU Member States and 5 Accession States from Central and Eastern Europe, was to analyse alternative developments for VET systems and the elaboration of appropriate strategies. These could serve as a basis for appropriate policy debates with particular regard to the European dimension as well as to contribute to the discussion between Member States and the accession countries for the development of instruments and strategies in the field of vocational training.

This two-year project was put out to tender at the end of 1998 and the technical/specialist co-ordination was awarded to the Max Goote Expert Centre of the University of Amsterdam. Cedefop and the European Training Foundation (ETF), Turin jointly fund the project. The national partner institutes received additional financial support in their countries.

The first project phase started in January 1999. After preparatory work the research tools and methods, in particular the questionnaire have been developed and discussed and adopted at a workshop in Amsterdam (February 1999). The questions concern three "environments": economy and technology; employment and labour market; training, skills and knowledge. For each context, a number of questions were formulated concerning "trends" and "strategies" whose importance, likelihood and relevance should be assessed by the respondents. In spring 1999, the questionnaires were sent out to stakeholders in the participating States.

Thereafter the results were analysed by the national teams and, for a European comparison, by the co-ordination team. In September-November 1999 national seminars were organised in all participating countries where national stakeholders and representatives of Cedefop, ETF and the co-ordination team discussed the outcomes of this enquiry. By the end of 1999, national reports and the comprehensive report for all participating countries were elaborated. After approval, they will be made available in hard copy and in the Electronic Training Village.

In November/December 1999, preparation started for a European conference which should finalise the first project phase. The conference (Athens, January 2000), hosted by OAED, Greece brought together representatives of the Management Boards, the European Commission, European Parliament, ETUC, UNICE, CEEP and national stakeholders. Work on the second project phase was prepared.

4.1
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4. THEMATIC NETWORKS

4.1 Network on trends in occupations and qualifications

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1999 saw publication in German, English and French of the reference publication, volume I; volume II printed in English and in German and French in electronic form, and a third volume in electronic form, all on: "European trends in the development of occupations and qualifications" .

The network aims to contribute, through research co-operation, to the analysis of trends, to observe innovative approaches (see also § 2.2 above)) and to the elaboration of recommendations and conclusions for the development of policy. In addition the network follows up work that has already been done by the network to identify major trends in the development of occupations and qualifications and analyses how training provision has changed to respond to trends. Activities of the network also aim to promote the development of training provision in line with major challenges; to assist in the consolidation of research methods and approaches, which are being applied in various community programmes and activities and to develop electronic networking to help to promote the transfer of research findings in particular fields.

1999 saw publication in German, English and French of the reference publication, volume I; volume II printed in English and in German and French in electronic form, and a third volume in electronic form, all on: "European trends in the development of occupations and qualifications" ca. 700 pp altogether. In addition, Newsletters and a number of research reports were published within Ciretoq (Abbreviation of the EN-Title of the network: 'Circle for Research Cooperation on Trends in Occupations and Qualifications').

The three working groups of CIRETOQ met on the occasion of the plenary in June 1999, the plenary discussed progress and future activities/research

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projects etc. A special meeting on methods, tools and instruments for anticipating (new) qualifications/competencies and VET-system' s adaptation with a limited number of experts was held. The working group on sectoral developments met additionally twice.

The study on innovation and training in the Agrobusiness complex, synthesis report on various production chains in five European countries was published in English. In relation to the "Prospective analysis of the trends towards the hybridisation of occupational profiles in the tourism sector - hotels", the national reports (Italy, France and Spain) were available by the end of 1999. The synthesis report of the whole study will be available and published in April 2000. The final results of the study "Nouvelles compétences et besoins en formation lies a 1'environnement", was available in September 1999. The synthesis report was published in English and French by the end of the year.

4.2 TTnet – training of trainers network

Project manager: Mara Brugia
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Two new national networks were set up (Austria and Luxembourg), now making a total of ten national networks (Germany, Austria, France, Greece, Italy, Ireland, Luxembourg, Netherlands, United Kingdom).

TTnet networks the national networks relating to the training of trainers. It was set up by Cedefop in 1998 and promotes the flow of information, cooperation and research in this area.

The main outcomes of work in 1999 were the following:

4.2.1 Expansion of the network to other member states

Two new national networks were set up (Austria and Luxembourg), now making a total of ten national networks (Germany, Austria, France, Greece, Italy, Ireland, Luxembourg, Netherlands, United Kingdom). Several incentives have been given to Portugal, Spain and the Nordic countries (Finland, Denmark, Sweden, Iceland and Norway) with a view to setting up national networks during 2000.

4.2.2 Development of already existing networks

Currently TTnet comprises some 300 specialised bodies involved with the training of trainers.

4.2.3 TTnet House

The TTnet house was opened in the Electronic Training Village on 7 May. It provides access to a library, a forum and the database, custom-built in Cedefop in order to respond to the particular needs of TTnet users. A working group on the quality of information has agreed upon the quality criteria for content insertion. The document is available in the TTnet database. Several extra-Community researchers and bodies have shown interest in co-operating with TTnet and in participating in developing the database.

4.2.4 Workshops

Two workshops were organised during the year: (a) in Hanover on 16, 17 and 18 May 1000 during the German Presidency on the topic «working in a network: the transfer of innovation to local and regional levels» and (b) on the topic "Open and distance learning and increasing the professional skills of trainers" in Rome on 17, 18 November. The final workshop reports will be accessible in the TTnet House as soon as all language versions are available.

4.2.5 Studies

- "Directory of training of trainers networks within the Community framework", initiated in 1998 and further developed throughout the year. The results of the study will be published in 2000;

- A call for tender was launched in November 1999 for a comparative study on "Changes in the competences of trainers in open and distance training measures" based on studies to be carried out in Portugal, France and Luxembourg.

4.2.6 Internal cooperation

- Close cooperation has developed with several Cedefop services: translation, documentation, computer service, Electronic Training Village, administration;

- There has also been close cooperation with the Agora project (an internal Agora on "Europe without

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borders, the challenges and perspectives of training and information policies" was organised in April and there has been equally close cooperation with the Research Report project. (a contribution has already been drafted for the second report);

- Discussions have taken place with the project co-ordinator of the CEDRA project (see 6.4.4) and the project on the recognition of non-formal learning (see § 2.3) to prepare joint activities in 2000.

4.2.7 Publications

All the material for the CD-ROM on «Teachers and trainers in vocational training» (English and French) was given to the contractor in November. A prototype has been delivered and the final version will be produced during the first half of 2000.

"Cahier TTnet: contributions 1999". Documents for inclusion have been selected, revised and are being translated. The "Cahier" will be published in 2000.

4.2.8 Assistance and advice

Contacts have been made with a number of central and east European countries and bodies involved in planning training activities. Closer cooperation is envisaged.

4.2.9 Annual TTnet conference

The annual conference took place on 16/17 December in Thessaloniki. It took stock of TTnet activities and laid down the guidelines for developing the network in the period up until the end of 2002. The work programme for 2000 was agreed upon and will be part of the final report of the conference.

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5. EXCHANGE AND DIALOGUE: STIMULATING DEBATE

5.1 Community Study Visits Programme 1999

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The 1999 programme enabled 658 people (647 in 1998) broken down into 63 groups (including a seminar of synthesis in Bratislava) to take part in these visits. The visits took place in 21 countries (the 15 Member States of the European Union and also, Cyprus, Czech Republic, Iceland, Norway, Poland and the Slovak Republic). The participants came from 25 countries.

5.1.1 The key figures

The 1999 programme enabled 658 people (647 in 1998) broken down into 63 groups (including a seminar of synthesis in Bratislava) to take part in these visits.

This also means that the Study Visit Unit examined 875 applications for the programme and sent 680 documentary dossiers in four languages, French, English, German and Italian, to the participants.

5.1.2 Geographical data

The visits took place in 21 countries (the 15 Member States of the European Union and also, Cyprus, Czech Republic, Iceland, Norway, Poland and the Slovak Republic). The participants came from 25 countries (the 21 countries already involved in the programme and 4 associated countries: Bulgaria, Latvia, Romania and Slovenia). This process of opening and integration is going to continue, step by step, in line with the provisions and guidelines laid down by the Council and the Commission.

5.1.3 The subjects

Two general and five specific subjects were addressed in the study visits in 1999. The two main subjects of the five-day visits involved a general presentation of the national vocational training systems for young people and a general presentation of vocational training systems for adults.

36 specific subjects were addressed by the host countries and 30 were chosen by the participants in a short study visit (3 or 4 days) under 12 umbrellas: Employment and training, Social Dialogue, Small and Medium Size Enterprises, Transnationality, Innovation, New technologies, Learning in Alternance, Accreditation, Quality, New Orientations for Trainers, Agricultural Vet Programmes and Training for Women.

5.1.4 The target group

The study visits brought together specialists particularly since the subjects were highly specific and thus, middle level decision-makers were able to participate. The social partners were generally represented in these groups of study visits.

5.1.5 Documentation

The dossiers sent by Cedefop should help to update the documents concerning specific topics (in connection with the Documentation unit and the working programme of the VET experts) and also to reduce the "paper burden" for each participant, aided by the Electronic Training Village.

5.1.6 A new system of call for applications

The experience with a new system of call for applications by a specified deadline will be assessed in spring 2000 with the National Liaison Officers. The major benefit was being able to identify problems, which could be dealt with in the future in terms of approach and duration. Further observations will be made at the annual meeting in April 2000 (Lisbon).

5.1.7 A virtual workshop

A preliminary survey for a virtual workshop on the use of the project sites by researchers who co-operate with Cedefop, began in May with the following objectives:

- How to make best use of the new work opportunities presented to researchers by information technologies and networking;

- To enable Cedefop to derive as much benefit as possible from the creation of its Electronic Training Village whilst at the same time becoming better acquainted with researchers' practices and difficulties in using new information and communication technologies and transferring the experience gained using various means such as virtual workshops.

5.1.8 By way of conclusion

A synthesis seminar was organised in Bratislava in the first week of October. The participants in the Bratislava seminar had all participated in another study-visit during the first semester 1999. The main purpose of the seminar was to receive feedback on the study visits from the participants. Overall, the feedback was quite positive. In several cases a transfer of good practice had taken place and innovative certification methods, new ways of teaching or forms of co-operation had been transferred to the working environment at home. In other cases the study-visit has led to further cooperation between the participants, such as student exchange or exchange of information. The seminar has also foreseen an overall discussion of the major challenges in vocational education and training in Europe. During this discussion participants could learn from each other and discuss innovative solutions. Participants from the Bratislava Seminar agreed on further co-operation with partners.
More information is available at
http://www.trainingvillage.gr

5.2 Agora Thessaloniki

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Agora V, held on 15/16 March 1999 made progress on the idea of validating skills. One of the main conclusions of the forum was the need to uncouple the procedures and practices for identifying, evaluating and recognising non-formal learning from the classical evaluation mechanisms. The Agoras on human capital reporting and on working time, training time brought new impetus to Cedefop's activities.

Efforts made by Cedefop to promote education and training are designed to create a Europe in which efficiency and social cohesion, diversity and unity go hand in hand. To achieve these aims dialogue between individuals is indispensable. From the outset the Agora forums have striven to create this environment.

The Agora Thessaloniki is a venue for dialogue and exchange between all involved in initial and continu-

ing training: practitioners, employers and employers associations, manpower, the trade unions, governments and researchers. Agora creates a multilateral dialogue to compare and discuss diverging ideas and to promote understanding of the issues at stake.

To date a total of seven Agoras have taken place:

I. **Diplomas and the labour market;**
II. **The role of the company in lifelong learning;**
III. **Mobility and training;**
IV. **Low skilled workers on the labour market;**
V. **The identification, evaluation and recognition of non-formal learning;**
VI. **Human capital reporting in the company;**
VII. **Working time, training time.**

Documents on Agora I and II were published in 1998 and the papers concerning Agora IV in the second half of 1999. There was a delay in publishing documents on the Agora III on account of the change in project manager and issues related to reporting on the debates, which took place. These documents will be published in 2000. Agoras V, VI and VII were organised during 1999.

Agora V, held on 15/16 March 1999 made progress on the idea of validating skills. One of the main conclusions of the forum was the need to uncouple the procedures and practices for identifying, evaluating and recognising non-formal learning from the classical evaluation mechanisms. Only by doing this could one stimulate and promote training in general and more particularly vocational training in the interests of the individual and of society as a whole. The papers relating to this Agora will be published in the course of 2000.

Agora VI was held on 24/25 June 1999. This gave rise to hard but constructive debate on the diverging options of human resource accounting and human resource management. The discussions did not produce a clear consensus but did show that the notion of accounting which focuses on the return on investment in human capital was giving way to more political ideas. These base analysis on the means of describing human capital in the company and on how to maintain and improve quality. The corresponding papers will be published in the second half of 2000 as well as the results of Agora meeting held in 1999.

Agora VII was an occasion of strong debate between researchers, decision-makers and social partners. It

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did not produce consensus but there was a board measure of agreement on the need to reconsider how to manage working time, its organisation and contents in the perspective of continuing training. There was also agreement on the role of the different social structures: family, school, company etc in accessing knowledge and skills.

5.3 A partner in policy development

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(e-mail: jma@cedefop.be, sb@cedefop.eu.int, jmu@cedefop.eu.int)

The Policy Report is based on legislative and non legislative arrangements including joint opinions of the social partners, and draws upon national policy documents including the national action plans for employment.

Cedefop continued to provide background information for the six-monthly meetings of Directors-General for Vocational Training. For the meetings held under the German and Finnish presidencies, using information available to it, mainly provided by the documentary information network (see project 6.2) Cedefop provided a summary note on recent developments in Member States. For both meetings a short note concerning the vocational training system in each of the host countries was also prepared, distributed and later made available in three languages on the Electronic Training Village (See also project 2.1).

During the year Cedefop continued to work closely with the European Unit of EURYDICE. There was mutual participation in network and other meetings organised by Cedefop and EURYDICE and working sessions took place in Brussels at different levels. A discussion paper on the further development and strengthening of future co-operation with EURYDICE was prepared by CEDEFOP and presented to the European Commission.

During the Finnish Presidency, Cedefop had several good opportunities to contribute to seminars and conferences. Cedefop prepared, for example, an overview on work-related working to the DGVT meeting in Rovaniemi.

Through the Brussels office, Cedefop contributed to Le Magazine, the biennial publication of the Directorate General for Education and Culture. As well as articles concerning Cedefop's own work, for each issue a roundup of some recent developments in Member States was prepared.

5.3.1 Report on vocational training policy at European level

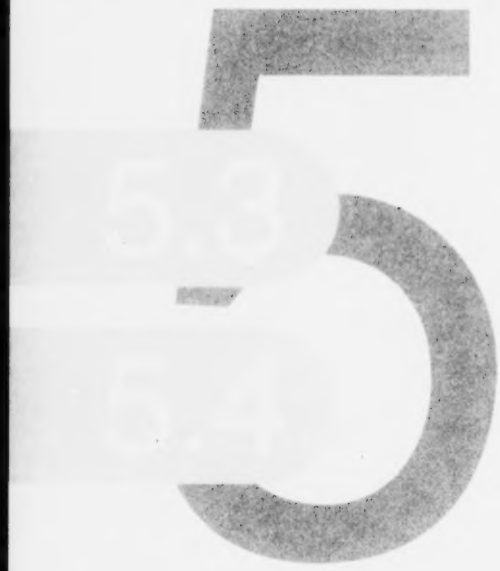
The aim of this report is to examine the vocational training policy framework at European Community level, assess how it has developed and been implemented, and the policy areas it covers. The report looks at action being taken by Member States in the policy areas identified and considers how vocational training policy at European level might be successfully developed in the future. It is based on legislative and non-legislative agreements including joint opinions of the social partners, and draws upon national policy documents including the national action plans for employment. It is intended to inform practitioners, researchers and policy makers at European Community and Member States level on initial and continuing training policies and developments. The report provides qualitative analysis and quantitative information.

This project has been ongoing throughout 1999. Following detailed analysis of a number of documentary sources, a first draft of the report was produced in May 1999 and widely circulated for comment. The next stage of the project involved selected members of the Management Board and European Commission, Cedefop colleagues and social partner representatives taking part in a one-day seminar in Thessaloniki to discuss the draft report in detail.

A revised draft was produced in October 1999 to take account of this discussion and other comments received during the consultation period. The report entitled "An age of learning: vocational training policy at European level" was finalised in 1999 and will be published in English in (February 2000). French, German and Portuguese translations will also be available (in the spring).

5.3.2 Social Partner support

The 1999 activities as a partner in policy development were focused around three main areas in addition to the commitment to regularly inform and reply to requests from stakeholders and to take action whenever appropriate. The European social dialogue on VET at the central level has, to some extent, come



Projects and activity reports

to a standstill and Cedefop's focus has changed towards the sectional level also because of the increased importance.

The three main interconnecting areas were:

- a website tailored to the needs of social partners to improve electronically based information dissemination methods;
- the launch of a joint project with ETF and ILO with the aim of revealing the nature of social dialogue at national level;
- an action plan to reinforce Cedefop's continued effort to improve our service to and products for social partners.

Within the framework of the Electronic Training Village a new "house", tailored to the special needs of the social partners, has been opened. The Social Partners House is a website offering relevant and updated information to residents. Through feedback from external users and Management Board members, this feature will continue to improve and grow.

The social partners' participation, strategies and roles in national VET development are not sufficiently described and recognised. Together with ETF and ILO, we are finalising the first phase of a project analysing this question at national level and within the same methodological framework in nine countries. (Three national case studies respectively in a member and candidate state and developing country). The final reports from Austria, Denmark and Spain are available on request and electronically in the"Social Partners House". A synthesis article has been prepared for the second Cedefop Research Report.

The concept of social partners as the dominant stakeholders in VET policy development is not self-evident. To clarify and be consistent in our in-house wording within the area, a draft glossary is under preparation.

Within the same framework of enhanced understanding of social partners and VET, a LdV I valorisation project is underway. A number of projects dealing with social dialogue are being described and analysed with the aim of revealing barriers to further development of the European social dialogue.

Cedefop is facing new challenges that affect its way of supporting social partners. We have to consider

whether the measures being taken are adequate tools for dealing with these challenges. A draft action plan for a medium term period is being drawn up. This plan analyses some of the challenges and derives concrete action points. One of the initiatives already taken is to improve Cedefop's direct contact with social partners' sector-organisations at national and European level. An invitation for such contact has been sent to all sector organisations at European level.

5.4 Support for research cooperation/ coaching the networks

Project team: Pekka Kämäräinen, Barry Nyhan (e-mail: pk@cedefop.eu.int, bn@cedefop.eu.int)

The work in CEDRA this year consisted in transforming the 'European Research Directory' (ERD) into a more active information and 'knowledge sharing' instrument to promote research. This entailed researching and building a new conceptual framework that is 'people-centred' but supported by advanced electronic applications.

5.4.1 Development of general services

A special session "Platform for networks" was organised by Cedefop in the context of the ECER' 99 with a focus on "the role of networks in the 'knowledge logistics' of European VET research'. The event served as the concluding event of the TELEVET project and it was based on the presentations and on the demonstrations of electronic knowledge bases by the TELEVET contractors. Currently there are plans to make the 'platform for networks' a regular element of the ECER programme (see § 2.1 above). ETV has come to an agreement on the dissemination of the electronic version of the VETNET network proceedings on Cedefop website.

The TELEVET contractors concluded the work that paved way for the development of various activities of CEDRA and guest gateway services for the REM conferences (that serve as predecessors for the mature CEDRA-based solutions).

5.4.2 Promotion of research culture

The manuscripts for the designed discussion documents on 'Core structures and transformations of knowledge in VET research' (the vision document on "Guiding research") and on 'Accompanying research' have been prepared as working papers. In the next phase of the development work of CEDRA they will be developed into dynamic electronic documents.

The second European Colloquium was organised in November 99 as a pre-conference event before the VET-related conference under the Finnish presidency in Tampere. The colloquium provided a joint learning and planning event for European VET research communities and explored the possibilities to utilise methodologies of accompanying research and action research in national and European contexts.

5.4.3 Report on VET Research in Europe

Project team: Manfred Tessaring, Pascaline Descy (e-mail: mt@cedefop.eu.int, pde@cedefop.eu.int)

After a successful start of the reporting series on research on vocational education and training in Europe in 1998, preparation of the second research report to be published in 2000 progressed as planned in 1999. Leitmotiv of the 2nd report is: competences, actors and strategies in vocational education and training. As the first report, the second report will consist of a Background Report (EN) with original contributions of researchers to different topics, and a Synthesis Report (EN, FR, DE, ES) elaborated by the Cedefop project team summarising the results and conclusions of the background report and including additional own research.

The contributors to the Background Report were selected on the basis of a call for interest launched end 1998. 22 contracts were signed and during 1999 altogether 28 reports (out of these 7 by Cedefop experts) have been prepared, covering the following themes:

- Steering, standards and performance of vocational education and training;
- Learning, knowledge and skills;
- Training and employment on the enterprise level;
- Labour market, employment and mismatch;
- Individual performance and social exclusion;
- Research activities in Central and Eastern European Countries and other countries;outside the EU.

In addition, information will be given on related projects undertaken in the framework of Leonardo da Vinci and TSER programmes.

All contributions have been evaluated carefully by the project managers. Comments were sent to the authors and by the end of 1999 most of the papers were ready for revision, translation and publication.

In addition, a number of project co-ordinators in the framework of Leonardo da Vinci and of TSER-Programmes with related subjects have been contacted. As a result, several studies were sent to Cedefop. These studies are being evaluated for inclusion in the 2nd Research Report (ongoing).

At the end of 1999, work started on the elaboration of the synthesis report on the basis of the original contributions, and, in addition, of own research.

Three major conferences have been organised. Participants were the authors, members of the Management Board, representatives of the Commission and of other international organisations. The 1st conference (December 1998) was dedicated to a presentation of the contributions, the second one (May 1999) to the discussion and clustering of contributions along broad themes and the third one (November 1999) to the policy implications of the research results.

Within the Electronic Training Village, a "Research Laboratory" was created. Its main task is to make available all contributions to all persons concerned with the preparation of the report (restricted access). It also contains (accessible to the public) the bibliographical references and summary of the 1st report, an indicative content of the second report, a list of research related sites, and an opinion poll on over-education.

Collaboration was set up with the ETF to ensure the preparation of a contribution of VET research in CEEC countries.

5.4.4 Cedefop Research Arena (CEDRA)

Project manager: Barry Nyhan
(e-mail: bn@cedefop.eu.int)

The work in CEDRA this year consisted in transforming the 'European Research Directory' (ERD) into a more active information and 'knowledge sharing' instrument to promote research.

This entailed researching and building a new conceptual framework that is 'people-centred' but supported

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by advanced electronic applications, and laying the foundations for the following two new services to be offered by CEDRA.

The first of these is the 'European Research Overview' (ERO).

ERO is to be an information base, using advanced interactive WEB applications, to provide summary overviews of the different EU and national research projects, networks and activities.

The purpose of ERO is to share information.

Work undertaken in this regard this year consisted of managing the transition from the old ERD network of correspondents (renegotiating and reorienting their work) towards ERO; piloting new software applications for entry and classification of data and launching work on a framework to present this data in an advanced WEB-based format.

The second service to be offered by CEDRA is 'Research Resource Bases (RRBs)' as a foundation for 'Knowledge Sharing Networks' .

The idea is to present latest research findings on a select number of the research themes in an advanced WEB 'knowledge base' format. These 'knowledge bases' called 'Research Resource Bases (RRBs) will then be used to foster European-wide debate by means of 'real' and electronic networking and communication activities (in 'Knowledge Sharing Networks') leading to the development of new knowledge.

The purpose of the 'Research Resource Bases' linked to 'Knowledge -Sharing Networks' is to develop knowledge.

This is a highly innovative project from the point of view of the design of the advanced supporting ICT software and the moderation of debates among researchers. Work undertaken this year consisted of

- researching and developing the concept and design of the 'Research Resource Bases' and 'Knowledge Sharing Network' in liaison with the ETV;

- launching work on the design and pilot testing of collaborative ICT-based software communication applications;

- launching the development of two illustrative 'Research Resource Bases' dealing with;
  – enhancing the role of VET Professionals;
  – modern Learning Strategies in Organisations;

- launching two small content-focused foundation studies on 'Learning Innovations within the Public Sector' and 'Regional Cooperation for Learning'. These will be integrated into RRBs in 2000.

5.4.5 Support for Research Co-operation Coaching the Networks

The work undertaken in this area consisted in providing guidance and assistance to a number of research networks and research clusters mainly related to European Commission Programmes (DG Education and Culture and DG Research).

The following two networks/clusters in particular were assisted either through chairing meetings or presenting papers:

Human Resource Development Cluster

formed under the auspices of DG (Targeted Socio-Economic Research Programme). This cluster was launched in March and had two further meetings in April (in Brussels) and in September in Lahti, Finland, in the context of the European Conference on Education Research.

Cedefop output – the analysis of some of the issues discussed in this cluster has been written up in a paper entitled "Human Resource Development Strategies in European Companies" for the 2nd Research Report.

Regional Learning Cluster

Under the auspices of the DG Education and Culture. This cluster has its main 'real' (as distinct from Internet) meeting at the Leonardo Conference on Surveys and Analyses, which took place in Bremen in December. Assistance was given in the preparation of this event and in writing the proceedings report.

Other activities related to Support for Research Co-operation **and** Coaching **the** Networks:

- gave research input and chaired session of workshop on new ICT skills (Brussels, November);

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5.4

Projects and activity reports

- presented research findings on VET professionals project;

- research article in "Learning Organisation Case Studies" published in April edition of Cedefop European Journal;

- Edited European Commission Document "Towards the Learning Region" to be published as a Cedefop Reference Document. (A foundation for a CEDRA Resource Base in 2000).

5.4.6 Key Qualifications

The work in this area mainly consisted in:
examining the Human Resource Development and Learning Organisation Concepts as means to promote key qualifications within enterprises.

In particular the DG Research TSER Forum Network for Vocational Training (Strand dealing with Learning Organisations) and the Work Process Knowledge Network (WHOLE) were followed up.

Cedefop output – the analysis of research on the above has been undertaken and will be written up in the near future to be published in the Key Qualifications Reference Book.

5.4.7 Outlines for European contribution to global research dialogue

As a follow-up of the IVETA world conference (see project 1.1), as a follow-up of the contacts alongside the ECER sessions with UNESCO, IVETA and EERA/VETNET and as a follow-up of the visit of the Head of Research of the National Centre for Vocational Education Research (Australia), Dr Andrew Smith, new steps have been taken to build 'global research dialogue' in as a new dimension of the "guiding research" function of CEDRA. In this respect a preliminary 'framework plan' has been prepared for a basic model of 'global research dialogue' in the field of VET.

Alongside the European Conference on Educational Research there was an opportunity to bilateral exchanges with the Director of the UNESCO Division of Secondary and Vocational Education, Mr Armoogum Parsuramen. The issue of providing an overview on the role of research in reforms of upper secondary education was raised. A draft framework plan for 'global research dialogue' has been prepared.

6. CEDEFOP'S INFORMATION AND COMMUNICATIONS POLICY

Service co-ordinator: Steve Bainbridge
(e-mail: sb@cedefop.eu.int)

6.1 Publications (Hard copy)

Co-ordinator: Bernd Möhlmann
(e-mail: bm@cedefop.eu.int)

A specialised service within the Centre is responsible for the Internet presentation, for production, publication, dissemination and storage of Cedefop publications, including the European Journal "Vocational Training" and "Cedefop Info". The aim of the service is to contribute to knowledge transfer in the Member States and in so doing to guarantee flexible dissemination of the Centre's work.

The service plans, co-ordinates, monitors and controls the entire technical process, including administrative and financial management. It is also responsible for constant updating of the mailing lists of recipients of the Centre's publications.

Annex I shows the title and language version of all publications in 1999.

6.1.1 Periodic publications

European Journal Vocational Training

"Cedefop Info on Vocational training in the European Union"
This information and newssheet appeared as planned three times in English, French and German. It was distributed free of charge to 15 000 readers and was made available on the Cedefop website (www.cedefop.eu.int).

6.1.2 Other publications

These publications relate closely to Cedefop's research-related work and, for the most part, publish the results of this. To this end Cedefop has three types of publications:

Reference documents: these are paying publications, for example, the descriptions of the national VET

systems, the Research Report "Learning in a changing society" Volume I of "European trends in the development of occupations and qualifications" and of course the monographs on national systems.

These documents are sold with the EU sales outlets and aim to attract a large target readership. The series also includes documents containing core business information such as the publications catalogue, the Work Programme and the Annual report.

Cedefop panorama: these documents are published free of charge: and consist of the findings and conclusions of research projects or discussion papers.

Cedefop dossier: This is a collection of short documents on specific topics.

Mailing lists, despatch and stocks: the Cedefop mailing lists currently contain some 11 500 addresses. These are managed jointly with the Publications Office in Luxembourg and are now updated on-line from Thessaloniki. This data can be accessed from all European institutions and can be queried by various criteria (country, language, occupation, etc).

In 1999 Luxembourg introduced new on-line software for the despatch of free of charge publications. In 1999 27 000 copies were distributed.

Promotional activities: Cedefop uses inexpensive means to promote the sales of its publications: fliers and advertisements in Cedefop periodicals and the sales catalogues of the Office for Official Publications of the European Communities (EUR-OP) in Luxembourg, the despatch of publications lists to addresses on the Cedefop and EUR-OP mailing lists, advertisements in the Official Journal of the European Communities and inclusion of information in national and international databases, directories and guides.

6.2 Library and documentation service

Co-ordinator: Marc Willem
(e-mail: mwi@cedefop.eu.int)

6.2.1 Concrete results reached in 1999

The library and documentation were restructured in Cedefop's new building. Work commenced on creating a Digital Library and supporting services.

6.2.1.1 Bibliographical database was updated on a regular basis

- by Cedefop documentalists for all EU official documents and international organisations publications;

- by the members of the Documentary Information Network for the documents and publications published by the EU Member States, plus Norway and Iceland. The bibliographical database contains now more than 27 000 bibliographic records.

6.2.1.2 Cedefop library

In order to update and to complete the existing collections, we implemented a pro-active acquisition policy concerning the documents from EU Institutions and international bodies. The Documentary Information Network is providing us key documents published at the national level. At the moment, the library holdings represent more than 1500 items.

The main collections are comparative documents on EU Member States, non-EU countries, international comparisons and relevant documents from the Member States; Journals & Periodicals (approximately 190 current titles); Reference collection; Statistics collection; Microfilms & CD-ROM collection; Qualifications/ Professions" collection.

During 1999, we created a new collection: "EU Programmes" which provides extensive information on all European Union programmes. Each programme file includes preparatory documents, opinions, legislation, reports, booklets, vade-mecum, etc..

6.2.1.3 Training Institutions Database

The major developments of this much used directory were the following:

- new search interface on the ETV;

- inclusion of all the organisations from the "Social Partners House", in order to create a unique database. All those organisations still appear as a subset of the database;

- revision and update of all "national" records by the Documentary information Network.

At the present stage, the directory contains a full description of 6800 organisations.

6.2.1.4 Acronyms Database

The database is updated on a regular basis, mainly by the Cedefop documentalists. It contains more than 2700 records.

6.2.1.5 Bookmark Database

This was almost completely reorganised, with more detailed information and is now integrated with our library management system (ALEPH). This database is now in total conformity with the bibliographical database, especially as all the records are indexed with descriptors from the Thesaurus and the bibliographical record respects both the most important standards in the field: USMARC and Dublin Core. In order to better reflect the actual coverage, we renamed the database: "VET Internet resources". It contains more than 750 records.

6.2.1.6 VET Conferences and seminars service

We collect all the information available on Forthcoming Conferences and seminars related to all the aspects of training, happening around the world i.n order to offer an up-to-date service on the ETV.

6.2.1.7 Documentary Information Network

A successful plenary meeting was organised in June 1999, in Thessaloniki. The actual network comprises 17 full members, covering the 15 EU members states plus Norway and Iceland, and 4 active observers.

6.2.1.8 Digital Library on VET key documents

This is a new project, which was launched with the support of the European Parliament. The scope of this Digital Library is to collect the electronic version of the most important official documents related to VET. This new database is also 100% compliant with the bibliographical database, as all the documents are indexed with descriptors of the Thesaurus and the bibliographical record format respects both the most important standards in the field: USMARC and Dublin Core. After a first implementation phase, it contains more than 250 full text documents, some of them available in the 11 EU official languages.

6.2.1.9 Answers to queries' Service ("Service Questions/Reponses")

With the help of all our bibliographical and information tools, the documentalists prepared detailed answers to questions sent by internal and external us-

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ers. The workload needed to prepare the answer can differ deeply as it may range from a simple bibliography to a full dossier or state-of the-art reply. The actual approximate statistics show a total number for 1999 of around 1200 questions, half from internal users and the members of the Documentary Information Network, half from external users.

6.2.1.10 Documentary dossiers

The comparative reports are all available on line on the ETV. They are updated regularly and concern so far: "Apprenticeship in the EU Member States: country reports, Certification in the EU Member States with comparative tables and Awarding Bodies in the Member States, Norway and Iceland, Youth Mobility, Librarianship, Recent developments in the EU Member States,...". The last updates concern: the final version of "Librarians and Information specialist" and a complete update of the "Apprenticeship" dossier.

6.2.1.11 Daily VET News service

Using official sources, the documentalists "feed" on a daily basis the ETV News Service.

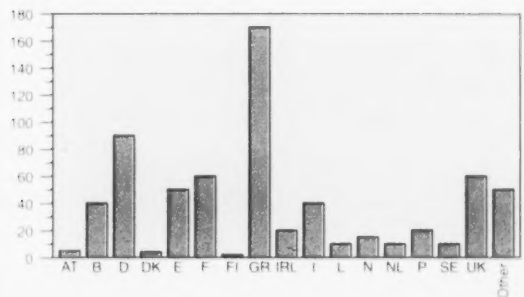
6.2.1.12 Bibliographies

Specialised bibliographies on new documents are prepared on a monthly basis as an input for the Journal, Cedefop Info, the Study Visits programme...

6.2.1.13 New Reference service on Cedefop Intranet

The aim of this new service is to provide fast access to information and to guarantee an answer to all information requests. The main services provided are available on the Intranet (only for Cedefop staff, so far): Reference Collection, Profiles, Table of contents of Periodicals, New acquisitions, Help for quotations, Loans, Access to other Libraries, Suggestions of purchase, ILL: Inter Library Loans, Questions/FAQ' s.

Library statistics 1999 – Distribution of external users by country of origin



6.3 Cedefop's Electronic Training Village (ETV) and Internet site

Co-ordinator: Colin Mc Cullough
(e-mail: cmc@cedefop.eu.int)

In the course of 1999 the various services providing electronic resources to Cedefop clients (the Cedefop Internet site, the Electronic Training Village, Multimedia presentations and project work on facilitating access to electronic resources) were combined in the electronic media services with the Information and Communication group.

6.3.1 www.cedefop.eu.int

A Cedefop website with a new design and structure went into the testing phase in December 1999 after several months of intense work. The site (accessible to the public as of February 2000) offers basic information on the work of Cedefop in all official Community languages. It also offers the capability to define a number of preferred language choices for information not available in the language of first choice. In the course of 1999 the site registered well over 2 million hits in over 100 000 user sessions.

The General Statistics table includes statistics on the total activity for the CEDEFOP web site.

General statistics 13/10/98-04/01/2000	
Number of Hits for Entire Site[1]	2 601 592
Number of Page Views[2]	1 084 644
Number of User Sessions[3]	150 047

1. An action on the Web site, such as when a user views a page or downloads a file.
2. Also called Page Impressions. Hit to HTML pages only (access to non-HTML documents are not counted).
3. A session of activity (all hits) for one user of a web site. A unique user is determined by the IP address or cookie. By default, a user session is terminated when a user is inactive for more than 30 minutes.

6.3.2 www.trainingvillage.gr

The Electronic Training Village expanded, as planned, its activities continually throughout the year and has now become firmly anchored as a part of the European landscape for the provision of electronic resources related to vocational education and training. The Social Partners House, the Research Laboratory are only two examples of additional topic areas accommodated. Work continued in the Documentation and Library section to enhance available to Cedefop databases and electronic documents. The second half of the year has focused on the redesign of the site to improve navigation for the user and on publicity activities to make its presence more greatly felt.

At the end of the year close to 6000 subscribers had registered in the ETV, an additional 3000 had provided some registration information and will largely become future residents. Over the year the site registered close to 1.5 million hits. The number of documents being downloaded electronically by the user (over 14 000) is now approaching figures which make it an increasingly effective and reliable means of dissemination.

The General Statistics table includes statistics on the total activity for the ETV during the year 1999.

General statistics 1999 01/01/1999 00:00:00-31/12/1999 23:57:51	
Number of Hits for Entire Site[1]	1 145 805
Number of Page Views[2]	365 289
Number of User Sessions[3]	55 257
Average Number of Users Per Day on Week Days	188
Average Number of Hits Per Day on Week Days	3 990

1. An action on the Web site, such as when a user views a page or downloads a file.
2. Also called Page Impressions. Hit to HTML pages only (access to non-HTML documents are not counted).
3. A session of activity (all hits) for one user of a web site. A unique user is determined by the IP address or cookie. By default, a user session is terminated when a user is inactive for more than 30 minutes.

6.3.3 Search engine developments

In the second half of the year Cedefop received additional funding from the positive reserve of the Euro-

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pean agencies for developmental work on a search engine specialised in vocational education and training issues. In September an initial meeting was held with prospective partner organisations (European Commission, Eurydice, ILO, UNESCO, European Training Foundation) and agreement reached on proceeding with work on centralised access to the decentralised electronic information resources offered by these organisations. The search engine in its initial form should go online in the first four months of 2000.

6.3.4 Metadata and indexation of electronic resources

With currently some 1 thousand million pages available on the Internet today, the scope of information available is calling for more precision in its retrieval. The efficiency of conventional search engines depend largely on the precision with which the electronic resources have been labelled by the information providers. In collaboration with the Cedefop documentation service work progress in standardised labelling of in-house resources using "Dublin Core" standards and on producing a software tool for indexation and input of electronic documents.

Throughout the year the Electronic Media team provided multimedia services to in-house experts, preparing presentations for conferences and exhibitions. They also assured a Cedefop presence at a large number of important related exhibitions and conferences in Europe and further afield.

6.4 Terminology

Project manager: Philippe Tissot
(e-mail: pht@cedefop.eu.int)

Work in 1999 aimed to achieve the inclusion of glossaries as an annex to corresponding publications; Follow up of the CD-ROM Glossarium publication; Launching of the electronic terminology database, first on Intranet, after having defined basic access rules (inputs, control of data, etc.); Dissemination of terminology products to Cedefop partners.

The glossary prepared last year for the project Identification, Assessment and Validation of Qualifications and Competences; Transparency and Transferability of Qualifications; Trends, Anticipation and Forecasting in Occupations and Training was extended and translated into FR and DE. It will be included in the report on European Trends in occupations and qualifications. This glossary was used in the framework of the European Forum on transparency of qualifications. This glossary was transmitted to the documentation unit for electronic dissemination.

During the last meeting of the above mentioned Forum (Brussels, December 1999), a paper was presented to identify the possible terminology problems linked to the translation of qualification certificates. Cedefop will go on working on this aspect of the project next year.

A draft glossary has been prepared on Human Resource Accounting. It will be further developed next year in cooperation with Scandinavian partners, who have gained a great experience on this topic.

A glossary on Social dialogue/Social partners has been compiled and will be completed in the coming period.

The publication of the Glossarium on CD-ROM is in the process of finalisation. The prototype has been delivered by the contracting company and carefully checked and will be sent in January to the Publications Office for approval. Publication should take place in February/March 2000.

The electronic terminology tool (Multiterm) delivered with the Translator' s WorkBench Software has been tested. Encoding parameters will be chosen according to the guidelines chosen for the Interinstitutional Terminology Database (Cedefop participated to the feasibility study).

Glossaries were transmitted by e-mail to targeted Cedefop's partners as-well as free-lance translators working for the Centre.

6.5 Conference and interpreting service

Co-ordinator: Despo Mourmouri
(e-mail: dm@cedefop.eu.int)

The conference and interpreting service was responsible for management of the Centre' s conference facilities in Thessaloniki and organizing the required interpreters and interpreting facilities for meetings held

by Cedefop in Thessaloniki and elsewhere. In accordance with an agreement with the Joint Interpreting and Conference Service of the European Commission (JICS), Cedefop has been integrated into the JICS system.

A total of 175 meetings were organized amounting to a total of 248 meeting days. Of these, 64 meetings were organized outside Thessaloniki, of which more than half took place in Brussels.

6.6 Translation Service

Co-ordinator: Alison Clark
(e-mail: amc@cedefop.eu.int)

The translation service carries out the translation work required for the day-to-day running of the Centre and for the Centre' s projects as determined in the annual work programme. Besides translating and revising documents, the translators ensure consistency in terminology in documents translated by the freelance network and advise internally on language issues. A considerable amount of editing work, particularly in French and German, was carried out by the Service. Throughout 1999, the Centre co-operated with the Translation Centre in Luxembourg.

The breakdown of translation work for 1999 was as follows:

Number of pages translated by Cedefop: 13 042
Number of pages translated by Translation Centre, Luxembourg: 1741

6.7 Public Relations

Public relations officer: Ioanna Nezi
(e-mail: ine@cedefop.eu.int)

This year's work in public relations was dominated by the development of a new corporate image and by planning for the official inauguration of the new building.

The new logo was presented to the staff. Some major applications, such as letterheads, dossiers, business cards and envelopes were delivered.

The inauguration ceremony went ahead smoothly on November 22, 1999. It was followed by a visit by

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the Prime Minister of Greece two weeks later, which re-focused local media attention on Cedefop. Because of this event, other important work at Cedefop such as the planned setting up of a pan-European press database suffered. This major operation was outsourced. In the margins of the inauguration event, groundwork was laid for the production of a promotional video for Cedefop for, among other events, the World Fair next June; production is expected to start in January.

Subsequent to an agreement with DG Education and Culture, Cedefop attended many conferences and fairs as part of the Commission stand. This was the case in the Youth Fair in Thessaloniki (May) the ETUC Congress in Finland (June-July), the Education Fairs in Budapest (October) and Warsaw (November), among others. Cedefop was also represented in the European Conference for Educational Research in Lahti, Finland, and in Tampere, for the Finnish Presidency conference. The agreement with the DG Education and Culture will run until June 2000.

Requests for visits, articles, advertisements, entries in reference books and general information continued to be part of daily PR work and several press releases were sent out.

Much interest was generated in the local press by the initial lecture of the Globalisation series, which led to several articles and information requests.

6.8 Brussels Office

Project co-ordinator: Michael Adams
(e-mail: jma@cedefop.be)

The work of the Brussels office during the year was characterised by a considerable increase in the number of Cedefop meetings held on the premises and in participation in other meetings and events in Brussels.

The groups of the Management Board met in the office simultaneously in February and there were three meetings of the Bureau and four of the European Forum for the Transparency of Qualifications during the year. In total there were 53 days on which meetings were held and some 1000 participant/days. The number of meetings was particularly high in the autumn period after Cedefop moved out of its provisional premises in Thessaloniki, but before the conference room facilities there became available.

A number of individual visitors were received. Some of these were spontaneous visits from individuals seeking documents. Others represented contacts with Cedefop either by organisations based in Brussels, or by individuals visiting the city. The latter included visitors from Japan and, Tunisia and representatives of the ILO and the Southeast Asian Ministers of Education Organisation Secretariat (SEAMES) A group from education offices in eastern Sweden was also received.

The office attended as Cedefop observer, meetings of the committees of the Leonardo de Vinci I and II Programmes, as well those of the National Co-ordination Units and of technical and expert groups involved in preparing the LdV II programme. There were about 25 days of such meetings. Other meetings attended included those of the Advisory Committee on Vocational Training, of the editorial committee of Le Magazine, and the advisory groups working with the Commission on the European Pathways and the quality label for language learning initiatives. Detailed reports on each of these meetings were prepared for colleagues in Thessaloniki.

Presentations concerning the work of Cedefop, or on particular aspects of it, were made at meetings organised by the *Bundesarbeitsgemeinschaft Evangelische Jugendsozialarbeit e.V* (September), EURYDICE (October) and Eurocadres (December), while displays of Cedefop documentation were also organised at a number of other events, including the information days for the Leonardo de Vinci programme in January and the Salon de l'éducation in Paris in November.

The office continued to contribute to the two-way flow of information between the community institutions, particularly the Directorate General for Education and Culture in the Commission and Cedefop. It also contributed to the preparation of a number of Cedefop position papers and documents, particularly related to ways in which Cedefop might support the Commission more effectively.

In co-operation with colleagues in the Commission, the office planned and prepared dossier sections for CEDFOP Info numbers 2/99 and 3/99 concerning respectively the second phrase of the Leonardo de Vinci

6

6.8

Projects and activity reports

programme and some of the results of language learning activities supported under LdV 1.

The Brussels office provided a base for the Director and other Cedefop colleagues on mission to Brussels. From March to June an official detached from the Finnish Ministry of Education joined the office' s staff as a temporary stagiaire.

Enquiries made to the office varied from those looking for specific Cedefop publications to those seeking very general information about VET in Europe. These were where possible dealt with directly or were passed on to appropriate colleagues in Thessaloniki or in the Commission's services. Priority was given to dealing promptly with questions coming from the services of the Commission and other Community institutions.

Annex I

Annex I

CEDEFOP publications 1999

No.	Title	Language version(s)
	Research in Vocational Education and Training	
3001	Training for a changing society A report on current vocational education and training research in Europe 1998 2nd and revised edition (EN)	DE, EN, ES, FR
	Vocational Training Systems/Systems Analysis	
7002	Le système de formation professionnelle en France	FR
7003	Vocational education and training in Sweden	EN
7004	Vocational education and training in Norway	EN
	CEDEFOP Dossier	
6001	The Matching of Educational and Occupational Structures in Finland and Sweden Final report	EN
	CEDEFOP Panorama	
5092	Fields of Training Manual	DE, EN, FR
	Occupational Profiles	
1506	The requirement for vocational skills in the engineering industry in the areas of Modena and Vienna Synthesis report	EN
	CEDEFOP Panorama	
5081	A sectoral approach to training in the printing industry and the hospital sector Synthesis report of a study in five European countries	EN
5082	Work and learning in micro-enterprises in the printing industry Synthesis report	EN
5084	The impact of new technologies on occupational profiles in the banking sector Case studies in Luxembourg, The Netherlands, the United Kingdom and France	EN, FR
5087	Work and learning in micro car-repair enterprises	EN
5091	L'impatto delle tecnologie dell'informazione e della comunicazione sulle competenze professionali e sulla formazione Studi di caso in Italia, Francia e Spagna Rapporto di sintesi	IT

Annex I

No.	Title	Language version(s)
	Continuing Education and Training	
	CEDEFOP Panorama	
5086	AGORA – II "The Role of the Company in Lifelong Learning" Thessaloniki, 17 and 18 November 1997 Seminar	DE, EN, ES, FR
	Initial Vocational Training	
	CEDEFOP Panorama	
5079	Lifelong Vocational Guidance European Case Studies	DE, EN
	Youth	
	CEDEFOP Dossier	
6002	The transition from the educational system to working life Use of national statistics	DE, EN, FR
	Costs and Funding	
	CEDEFOP Panorama	
5088	The financing of vocational education and training in Austria Financing portrait	DE, EN
5089	The financing of vocational education and training in France Financing portrait	EN, FR
5090	The financing of vocational education and training in Denmark Financing portrait	DA, EN
5093	The financing of vocational education and training in the Netherlands Financing portrait	EN
5094	Finanzierung der Berufsbildung in Deutschland Finanzierungsportrait	DE
5095	The financing of vocational education and training in Finland Financing portrait	EN, FI
5096	The financing of vocational education and training in the United Kingdom Financing portrait	EN

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No.	Title	Language version(s)
	Labour Market Policy	
3003	Europaische Trends in der Berufs- und Qualifikationsentwicklung Band I	DE
	Catalogue of CEDEFOP publications	DE, EL, EN, FI, FR
	European Journal "Vocational Training"	
959	**15/98** Ensuring quality in vocational education and training	DE, EN, ES, FR
960	**16/99**	DE, EN, ES, FR
961	**17/99**	DE, EN, ES, FR
	CEDEFOP Info	
	No 1/99 and 2/99	DE, EN, FR
	About CEDEFOP	
4001	CEDEFOP in brief	DA, DE, EL, EN, ES, FI, FR, IT, NL, PT, SV
4002	Work Programme 1999	DE, EL, EN, FR
4003	Annual Report 1998	DE, EN, FR

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Human resources

Staff situation as of 31.12.1999

There is a staff complement of 81 posts.

As of 31 December 1999, the Centre employed 79 staff on the basis of the table of posts:

28 A category staff - of whom 20 are temporary*

7 LA category staff - of whom 2 are temporary*

15 B category staff - of whom 11 are temporary*

26 C category staff - of whom 15 are temporary*

3 D category staff - of whom 2 are temporary*

* Temporary staff can be employed on indefinite and fixed-term contracts.

In addition, there are 8 auxiliary staff, 12 local staff and 9 national seconded experts.

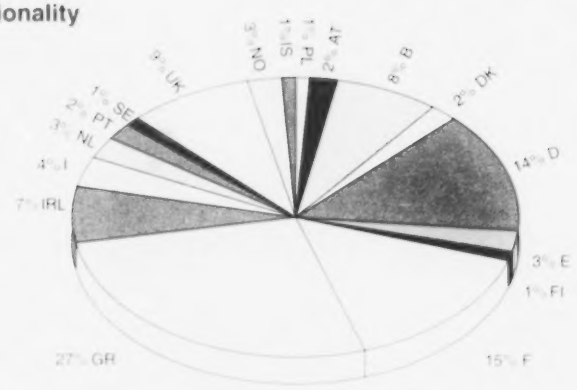
The Centre maintained 4 service contracts: security (one security guard at the disposal of the Centre 24 hours per day, three shifts), medical officer (one person), computer department-help desk (two persons), electronic media (two persons).

Vacant posts: 1 A and I C post. These posts will be filled early in 2000 because the procedures could not be accomplished before the end of 1999, the corresponding vacancies having been created towards the end of the year.

Below there are indications on the composition of the staff working in the Centre at the end of 1999, which was a total of 108 persons. Adding to this number, the external service providers as indicated above, there are 113 persons in total active in the Centre.

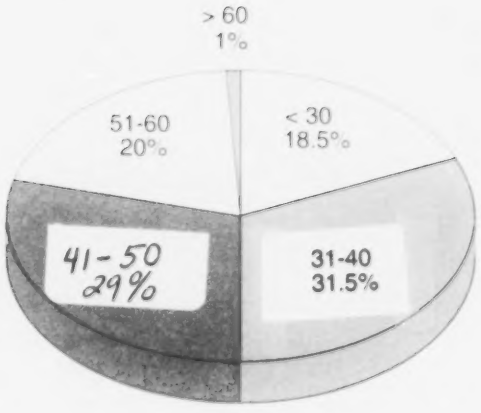
This total staff of 108 can be categorised in a number of ways:

By nationality



By gender

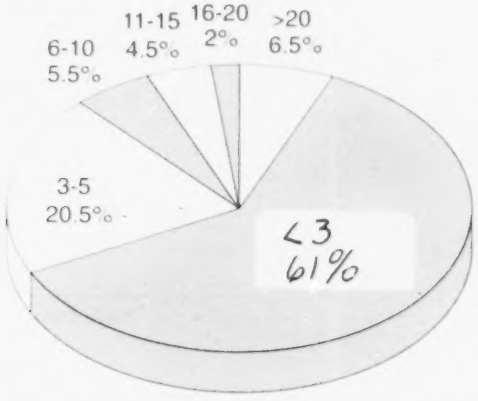
By age



The renewal of staff has therefore also brought rejuvenation. Indeed, at the time of the transfer the average age was 44 whereas it is now 41. Currently, 50% of staff is below the age of 40.

Annex II

By years of service with Cedefop



In comparison to 1998, there is a remarkable increase of the category "3 to 5 years" at the expense of the category "<3 years"; this is the result of the progressive stabilisation of staff following the quite high turn-over figures of the previous two years.

Annex III

PROJECT/ACTIVITY

Name	Staff respons.	Project coordinator	Execution 99 (Euro)
Key qualifications and curricular renewal	P. Kämäräinen B. Nyhan O. Liljefeld	P. Kämäräinen	52 565
Learning in SMEs	T. Bertzeletou	T. Bertzeletou	62 473
Identification, assessment and recognition	J. Bjørnåvold	J. Bjørnavold	1 704
Skills and the information society	H. Brodahl	Hilde Brodahl	125 534
Information/Monographs	J.M. Adams R. Nobauer M. Ni Cheallaigh	J.M. Adams	424 928
Observing innovation	R. Loos	Roland Loos	58 494
Key data on VT	P. Descy	P. Descy	104 543
Financing of VT	S. Elson-Rogers S.A. Westphalen	S. Elson-Rogers	151 126
Report on European VET policy	S. Bainbridge J. Murray	S. Bainbridge	158 144
Transparency of qualifications	J. Bjørnåvold S. Petterson	J. Bjørnavold	128 932
Mobility in Europe: support and information	N. Wollschlager	N. Wollschlager	74 385
Scenario's and strategies for VET	B. Sellin M. Tessaring	B. Sellin	76 237
Network on trends in occup./qualif.	B. Sellin T. Bertzeletou	B. Sellin	311 754
Group C	T. Bertzeletou	T. Bertzeletou	13 234
Training of Trainers network	D. Guerra M. Brugia	D. Guerra	257 018
Study visits programme	M.-J. Maurage	M.-J. Maurage	985 550
"Agora Thessaloniki"	E. Fries Guggenheim	E. Fries Guggenheim	160 131
Partner in policy development	H. Halvorsen J.M. Adams S. Bainbridge	H. Halvorsen	29 789
Support for research co-operation	Manfred Tessaring Mara Brugia P. Kämäräinen B. Nyhan		

Name	Staff respons.	Project coordinator	Execution 99 (Euro)
European Reseacrh Directory	B. Nyhan	**B. Nyhan**	57 168
Second report on VET research	M. Tessaring P. Descy	**M. Tessaring**	169 402
Coaching the networks	P. Kamarainen B. Nyhan	**P. Kamarainen**	15 216
Publications			
European Journal VT	S. Bainbridge B. Mohlmann	**S. Bainbridge**	265 335
CEDEFOP-Info	B. Mohlmann J.M. Adams E. Fries Guggenheim	**B. Mohlmann**	124 483
General expenses	B. Mohlmann S. Bainbridge C. Mc Cullough	**B. Mohlmann**	205 747
Non-Periodicals	S. Bainbridge B. Mohlmann C. Mc Cullough	**S. Bainbridge**	46 222
Public relations	I. Nezi	**I. Nezi**	61 284
Library and documentation service	Information/ Monographs	NN	379 274
CEDEFOP's electronic village and Internet Site	Colin Mc Cullough	**C. Mc Cullough**	280 675
Terminology	P. Tissot	**P. Tissot**	86
Other promotional activities	I. Nezi	**I. Nezi**	2 985
Brussels office	J.M. Adams	**J.M. Adams**	
Management Board Meetings **(3050)**			229 034
SUBTOTAL		**Total without Study visits and MB meetings**	5 013 452

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LIST OF MANAGEMENT BOARD MEMBERS

COUNTRY	GOVERNMENT REPRESENTATIVES Council Decision of 17 December 1999 (OJ C 4 of 07.01.2000)
Belgium	Mrs Annemie Pernot Attaché sociale Représentation Permanente de la Belgique Auprès de l'Union européenne Rond Point Schuman 6 B - 1040 BRUXELLES Tel. (32-2) 233 21 59 Fax (32-2) 231 10 75 Language of correspondence: FR
Denmark	Mrs Mette Beyer Paulsen, *Vice-Chairperson* CVuu SUstyrelsen Danasvej 30 DK - 1780 KOBENHAVN V Tel. (45) 33 26 85 86 Fax (45) 33 26 84 91 E-mail: mbp@su.dk Language of correspondence: EN
Germany	Mr Peter Thiele Regierungsdirektor Bundesministerium fur Bildung und Forschung Heinemannstr. 2 D - 53175 BONN Tel. (49-228) 57 21 09 Fax (49-228) 57 36 03 E-mail: PETER.THIELE@BMBF.BUND400.DE Language of correspondence: DE
Greece	Mr Elias Kikilias Director-General National Labour Institute (EIE) Kosti Palama Street 6-8 GR - 11144 ATHENS Tel. (30-1) 211 19 06 or 211 19 07 or 211 12 41 Fax (30-1) 228 51 22 E-mail: HKikilias@eie.org.gr Language of correspondence: EN
Spain	Mrs M. D. Cano Ratia Directora General Instituto Nacional de Empleo (INEM) Calle Condesa de Venadito, 9 E - 28027 MADRID Tel. (34-91) 585 98 25/26 Fax (34-91) 408 00 17 E-mail: Dolores.cano@inem.es Language of correspondence: FR

COUNTRY	GOVERNMENT REPRESENTATIVES Council Decision of 17 December 1999 (OJ C 4 of 07.01.2000)
France	Mr Bernard Legendre Ministère de l'Emploi et de la Solidarité Délégation à l'emploi et à la formation professionnelle 7, square Max Hymans F - 75741 PARIS CEDEX 15 Tel. (33-1) 44 38 38 38; 44 38 33 20;44 38 33 96 Fax (33-1) 44 38 32 10 E-mail: Bernard.legendre@dgefp.travail.gouv.fr Language of correspondence: FR
Ireland	Mr Pat Nealon Assistant Director-General FAS - The Training and Employment Authority P.O. Box 456 27-33, Upper Baggot Street IRL - DUBLIN 4 Tel. (353-1) 607 07 21 Fax (353-1) 607 06 17 E-mail: Pat.Nealon@fas.ie Language of correspondence: EN
Italy	Mrs Annalisa Vittore Direttore Generale Ufficio Centrale Orientamento E formazione professionnale Dei Lavoratori (UCOFPL) Ministero del Lavoro della Previdenza sociale Vicolo d'Aste, 12 I – 00159 ROMA Tel. (39-06) 43 58 84 62 or 43 58 84 67 Fax (39-06) 43 58 85 45 E-mail: Ucofpl03@uni.net Language of correspondence: FR
Luxembourg	Mr Aly Schroeder Directeur à la formation professionnelle Ministère de l'Education Nationale et de la Formation Professionnelle 29, rue Aldringen L - 2910 LUXEMBOURG Tel. (352) 478 52 30 Fax (352) 47 41 16 E-mail: Plier@men.lu Language of correspondence: FR

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COUNTRY	GOVERNMENT REPRESENTATIVES **Council Decision of 17 December 1999** **(OJ C 4 of 07.01.2000)**
The Netherlands	Mr Michael Hupkes Ministerie van Onderwijs, Cultuur en Wetenschappen Directie Beroepsonderwijs BE//KENO – kamer G 550 PO Box 25000 Europaweg 4 NL - 2700 LZ ZOETERMEER Tel. (31-79) 323 36 67 Fax (31-79) 323 26 99 E-mail: m.j.hupkes@minocw.nl Language of correspondence: EN
Austria	Mr Wolfgang Slawik Federal Ministry of Education and Arts Minoritenplatz 5 A - 1014 VIENNA Tel. (43-1) 531 20 44 43 Fax (43-1) 531 20 41 30 E-mail: Wolfgang.Slawik@bmuk.gv.at Language of correspondence: DE
Portugal	Mrs Maria Do Carmo Nunes Presidente do INOFOR Instituto para a Inovação na Formação Rua Soeira Pereira Gomes, n° 7 2° Piso – Sala 29 P - 1600-196 LISBOA Tel. (351-21) 794 62 00 or (351-21) 794 62 05 Fax (351-21) 794 62 20 or (351-21) 794 62 01 E-mail: comissao.directiva@inofor.gov.pt Language of correspondence: FR
Finland	Mrs Eija Alhojärvi Ministry of Education P.O. Box 293 Meritullinkatu 3 D FIN - 00171 HELSINKI Tel. (358-9) 13 41 73 08 Fax (358-9) 13 41 70 06 E-mail: Eija.alhojarvi@minedu.fi Language of correspondence: EN

COUNTRY	GOVERNMENT REPRESENTATIVES Council Decision of 17 December 1999 (OJ C 4 of 07.01.2000)
Sweden	Mr Anders Franzen Ministry of Education & Science Drottninggatan 16 S – 103 33 STOCKHOLM Tel. (46-8) 405 19 17 Fax (46-8) 723 17 34 E-mail: anders.franzen@education.ministry.se Language of correspondence: EN
United Kingdom	Mr Gordon Pursglove European Union Division Department for Education and Employment Room E 605 Moorfoort UK - SHEFFIELD S1 4PQ Tel. (44-114) 259 35 15 Fax (44-114) 259 45 31 E-mail: gordon.pursglove@dfee.gov.uk Language of correspondence: EN

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COUNTRY	REPRESENTATIVES OF EMPLOYEES' ORGANISATIONS Council Decision of 17 December 1999 (OJ C 4 of 07.01.2000)
Belgium	Mr Jean-Paul Deliege FGTB Rue Haute 42 B - 1000 BRUXELLES Tel. (32-2) 506 82 34 Fax (32-2) 502 08 28 Language of correspondence: FR
Denmark	Mrs Astrid Dahl Landorganisationen I Danmark (LO) Rosenorns Allé 12 DK - 1634 KOBENHAVN V Tel. (45) 35 24 60 00 Fax (45) 35 24 63 00 E-mail: Astrid_Dahl@lo.dk Language of correspondence: EN
Germany	Mr S. Oliver Lübke, *Chairman* DGB Deutscher Gewerkschaftsbund Hans-Böckler-Straße 39 D - 40476 DUSSELDORF Tel. (49-211) 43 01 293 Fax (49-211) 43 01 117 E-mail: christine.bartsch@bundesvorstand.dgb.de Language of correspondence: DE
Greece	Mr Georgios Dassis Confédération Générale du Travail de Grèce Bureau de Liaison C.G.T. - GRECE I.N.E-G.S.E.E. Av. Gén. Eisenhower, 104 B - 1030 BRUXELLES Tel. (32-2) 216 78 82 Fax (32-2) 216 46 13 E-mail: Dassis.george@euronet.be Language of correspondence: FR
Spain	Mr Luis Galiano UGT C/Hortaleza, 88 E - 28004 MADRID Tel. (34-91) 589 76 84 Fax (34-91) 589 77 18 E-mail: Yrangil@cec.ugt.org Language of correspondence: FR

COUNTRY	REPRESENTATIVES OF EMPLOYEES' ORGANISATIONS **Council Decision of 17 December 1999** **(OJ C 4 of 07.01.2000)**
France	Mr Jean-Claude Quentin Force Ouvrière (F.O.) 141, avenue du Maine F - 75680 PARIS CEDEX 14 Tel. (33-1) 40 52 84 07 Fax (33-1) 40 52 84 08 E-mail: Jcquentin@force-ouvriere.fr Language of correspondence: FR
Ireland	Mr Peter Rigney Irish Congress of Trade Unions 31-32 Parnell Square IRL - DUBLIN 1 Tel. (353-1) 889 77 50 Fax (353-1) 887 20 12 E-mail: Peter.rigney@ictu.ie Language of correspondence: EN
Italy	Mr Roberto Pettenello CGIL Corso d'Italia, 25 I - 00198 ROMA Tel. (39-06) 847 64 59 Fax (39-06) 884 56 83 E-mail: Org.formazione@cgil.it Language of correspondence: FR
Luxembourg	Mr Marcel Detaille Directeur CGTL/OGBL Chambre de Travail PB 1263 18, rue Auguste Lumière L - 1012 LUXEMBOURG Tel. (352) 48 86 161 Fax (352) 48 06 14 E-mail: Marcel.detaille@ak-l.lu Language of correspondence: FR
The Netherlands	Mr Rienk van Splunder Christelijk Nationaal Vakverbond (CNV) Postbus 2475 Ravellaan 1 NL - 3500 GL UTRECHT Tel. (31-30) 291 39 11 Fax (31-30) 294 65 44 E-mail: Cnv@cnv.nl Language of correspondence : EN

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COUNTRY	REPRESENTATIVES OF EMPLOYEES' ORGANISATIONS Council Decision of 17 December 1999 (OJ C 4 of 07.01.2000)
Austria	Herr Gerhard Prager Osterreichischer Gewerkschaftsbund Hohenstaufengasse 10-12 A - 1010 VIENNA Tel. (43-1) 53 444 466 or 467 Fax (43-1) 53 444 204 E-mail: Gerhard.Prager@oegb.or.at OR berufsbildung@oegb.or.at Language of correspondence : DE
Portugal	Mr Evaristo Oliveira UGT-P Rua de Buenos Aires n 11-1249-067 P - 1294 LISBOA Tel. (351-21) 393 12 00 Fax (351-21) 397 46 12 E-mail Ugt@mail.telpac.pt, Language of correspondence : FR
Finland	Mr Erkki Husu STTK P.O. Box 248 Pohjaisranta 4 A FIN - 00171 HELSINKI Tel. (358-9) 13 15 21 Fax (358-9) 65 23 67 E-mail erkki.husu@sttk.fi Language of correspondence : EN
Sweden	Mr Thomas Janson TCO Sweden Linnegatan. 14 S - 11494 STOCKHOLM Tel. (46-8) 782 91 00 Fax (46-8) 663 75 20 E-mail Tco@tco.se Language of correspondence : EN
United Kingdom	Mr John Rodgers 34 Castile Court Eleanor Way Waltham Cross UK - EN8 7SG Herts Tel. (44-171) 520 89 00 or 1992 767 434 Fax (44-171) 520 89 10 E-mail John.rodgers@thecentre.org.uk Language of correspondence : EN

COUNTRY	REPRESENTATIVES OF EMPLOYERS' ORGANISATIONS **Council Decision of 17 December 1999** **(OJ C 4 of 07.01.2000)**
Belgium	Mr Alfons De Vadder, *Vice-Chairman* Directeur Général de la Fédération Belge des Entreprises de Distribution (FEDIS) Rue Saint-Bernard 60 B - 1060 BRUXELLES Tel. (32-2) 537 30 60 Fax (32-2) 539 40 26 E-mail ad@fedis.be Language of correspondence : FR
Denmark	Mrs Lise Skanting Dansk Arbejdsgiverforening Vester Voldgade 113 DK – 1709 KOBENHAVN V Tel. (45) 33 93 40 00 Fax (45) 33 93 05 92 E-mail Lsk@da.dk Language of correspondence : EN
Germany	Mrs Barbara Dorn Bundesvereinigung der Deutschen Arbeitgeberverbände Haus der Deutschen Wirtschaft Breite Strasse 29 D – 10178 BERLIN Tel. (49-30) 20 33 17 02 or 20 33 17 00 Fax (49-30) 20 33 17 05 or 20 33 27 02 E-mail B.Dorn@bda-online.de Language of correspondence : DE
Greece	Mr Evangelos Boumis Titan Cement Company S.A. 22 A Halkidos Street GR - 111 43 ATHENS Tel. (30-1) 259 11 11 Fax (30-1) 259 11 83 E-mail: Titan@hol.gr Language of correspondence: FR
Spain	Mr Juan Maria Menéndez-Valdés Alvarez Confederacion Espagnola de Organizaciones Empresariales - (CEOE) Diego de Leon, 50 E - 28006 MADRID Tel. (34-91) 563 96 41 or 566 34 00 Fax (34-91) 411 19 82 E-mail: laboral@ceoe.es Language of correspondence: EN

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COUNTRY	REPRESENTATIVES OF EMPLOYERS' ORGANISATIONS Council Decision of 17 December 1999 (OJ C 4 of 07.01.2000)
France	Mr Jean-Patrick Farrugia Chef du service Enseignement Mouvement des Entreprises de France MEDEF 31, avenue Pierre 1er de Serbie F - 75784 PARIS CEDEX 16 Tel. (33-1) 53 67 72 40 or 40 69 44 44 Fax (33-1) 47 23 61 87 E-mail: jfarrugia@medef.fr Language of correspondence: FR
Ireland	Ms Christine Whyte National Rehabilitation Board 24 - 25 Clyde Road IRL - DUBLIN 4 Tel. (353-1) 608 04 00 Fax (353-1) 660 99 35 E-mail: Christine.whyte@nrb.ie Language of correspondence: EN
Italy	*The Council shall appoint at a later date the member not yet nominated from Italy.*
Luxembourg	M. Ted Mathgen Chambre des Metiers du Grand Duché du Luxembourg BP 1604 Circuit de la Foire Internationale 2 L - 1016 LUXEMBOURG Tel. (352) 42 67 67 Fax (352) 42 67 87 E-mail: Direction@chambre-des-metiers.lu Language of correspondence: FR
The Netherlands	Mr Jan Boersma Hennipdreef 5 NL - 2761 ZEVENHUIZEN Tel. (31-70) 338 27 00 Fax (31-70) 338 28 13 E-mail: compabel@globalxs.nl Language of correspondence: EN
Austria	Mr Gerhard Riemer Industriellenvereinigung Schwarzenbergplatz 4 A - 1031 WIEN Tel. (43-1) 711 35 23 60 Fax (43-1) 711 35 29 22 E-mail: g.riemer@iv-net.at Language of correspondence: DE

COUNTRY	REPRESENTATIVES OF EMPLOYERS' ORGANISATIONS **Council Decision of 17 December 1999** **(OJ C 4 of 07.01.2000)**
Portugal	Mr Manuel Ferreira Caetano FERNAVE Rua Castilho 3 P - 1200 LISBOA Tel. (351-21) 315 10 53 Fax (351-21) 315 10 64 or 316 10 61 Language of correspondence: FR
Finland	Mrs Paula Kilpelainen Employers' Confederation of Service Industries - PT Etelaranta 10 - FIN - 00130 HELSINKI Tel. (358-9) 17 28 32 62 Fax (358-9) 66 46 73 E-mail: Paula.kilpelainen@palvelutyonantajat.fi Language of correspondence: EN
Sweden	Mr Gert Assermark Almega Box 16105 Blasieholmsg. 5 S - 103 22 STOCKHOLM Tel. (46-8) 762 69 77 Fax (46-8) 762 68 49 E-mail: Gert-Assermark@almega.postnet.se Language of correspondence: EN
United Kingdom	Mrs Margaret Murray Head of the Training Policy Group Confederation of British Industry (CBI) Centre Point 103, New Oxford Street UK - WC1A IDU London Tel. (44-171) 379 74 00 Fax (44-171) 240 15 78 E-mail: Margaret.tmurry@cbi.org.uk Language of correspondence: EN

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REPRESENTATIVES OF THE EUROPEAN COMMISSION
Communication
(OJ C 88 of 235.03.2000, p.6)

Mr Klaus van der Pas
Director-General of Education and of Culture
European Commission
200, rue de la Loi
B - 1049 Brussels
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Mr Otto Dibelius, *Vice-Chairman*
Director
Directorate-General of Education and of Culture
European Commission
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Tel. (32-2) 295 41 35
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Language of correspondence: DE

Mr Gordon Clark
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